Checklist for Hiring Employees

1. **Take care of all legal requirements.** ☐
   1.1. Obtain an employer identification number (EIN). ☐
   1.2. Set up your employer tax records. ☐
   1.3. Set up a payroll system. ☐
   1.4. Obtain workers' compensation insurance. ☐
   1.5. Display workplace posters. ☐
   1.6. Follow all federal and state labor laws. ☐
2. **Attract the best talent.** ☐
   2.1. Clearly define the role. ☐
   2.2. Create a compensation plan. ☐
   2.3. Define employee benefits. ☐
3. **Spread the word.** ☐
   3.1. Write a compelling job post. ☐
   3.2. Advertise the job opening. ☐
   3.3. Establish an internship program. ☐
   3.4. Source candidates directly from tertiary institutions. ☐
4. **Vet your candidates.** ☐
   4.1. Send a screening email. ☐
   4.2. Conduct remote screening interviews. ☐
   4.3. Conduct a background check. ☐
   4.4. Conduct full-length interviews. ☐
   4.5. Do a paid test. ☐
5. **Hire your new employee.** ☐
   5.1. Make an offer of employment. ☐
   5.2. Check eligibility to work in the U.S. ☐
   5.3. Report new hires to the state. ☐
   5.4. Complete orientation and onboarding. ☐
   5.5. Report payroll taxes to the IRS. ☐

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