



How to Hire Employees (Checklist)

1. Get an EIN and necessary forms.
 - a. Apply for EIN at irs.gov ___
 - b. Complete form I-9 ___
 - c. Complete form W-2 ___
2. Write a job description.
 - a. List job requirements ___
 - b. List job responsibilities ___
3. Start the recruiting process.
 - a. Create a job posting ___
 - b. Post on social media and job posting sites ___
4. Send a screening email.
 - a. Send a short list of questions about the job ___
 - b. Follow up to everyone who responds with a few more difficult questions ___
5. Do short phone screening interviews.
 - a. Schedule interview with candidate ___
 - b. Host 15-minute interview to confirm credentials ___
 - c. Allow time for candidate to ask questions ___
6. Do a paid test.
 - a. Send a test that mimics day-to-day job responsibilities ___
 - b. Evaluate tests based on accuracy, speed, and attention to detail ___
 - c. Pay test-takers for their time ___
7. Conduct full length interviews.
 - a. Schedule interviews with candidates who passed the test ___
 - b. Interview one-on-one and explain more about the job/company ___
8. Make an offer, hire and do orientation.
 - a. Send offer letter/email to the best candidate(s) ___
 - b. Create a training schedule ___
 - c. Fill out new hire forms ___

