Employee Hiring Checklist

1. Get an Employer Identification Number. ☐

2. Set up your employment tax records. ☐

3. Define the role. ☐

4. Create a compensation plan. ☐

5. Define your employee benefits. ☐

6. Set up a payroll system. ☐

7. Write a job description. ☐

8. Advertise your job opening. ☐

9. Send a screening email. ☐

10. Conduct remote screening interviews. ☐

11. Run a background check. ☐

12. Conduct full-length interviews. ☐

13. Do a paid test. ☐

14. Make an offer of employment. ☐

This checklist was prepared by Betterteam.

15. Check for eligibility to work in the U.S. ☐

16. Report your new hires to the state. ☐

17. Obtain workers' compensation insurance. ☐

18. Display workplace posters. ☐

19. Conduct orientation. ☐

20. Follow all federal and state labor laws. ☐

21. Report payroll taxes to the IRS. ☐