

WHAT YOU NEED TO KNOW BEFORE YOU

HIRE YOUR FIRST EMPLOYEE



Get an Employer Identification Number (IRS Form SS-4)

Register with your state's labor department



Purchase worker's compensation insurance

Set up a payroll system



Display required Department of Labor workplace posters



Know legal requirements such as FLSA, IRCA, USERRA, FICA, etc.

Determine hiring needs, source, screen and select candidates



Who's Your HR? 

If you need assistance with any of these steps, Who's Your HR? can help!

Call us at 918-200-1448