

Hiring Considerations for Small Employers

Hiring and Recruiting Process

- Hiring practices (job description, interview process, sourcing and recruiting – including resources, applications – do's and don'ts)
- Pre-employment screenings, Backgrounds, drug screens, reference checks

New Hire Documents

- I9 (separate file)
- W4

Employee File

- Application / Resume
- Offer Letter (see offer letter section for additional details)
- Restrictive covenants (non-compete, non-disclosure agreements, etc.)
- Contact information (address, phone number)
- Emergency Contacts
- Payroll details (bank account information for direct deposit, wages, OT pay, record keeping, hours log, pay stubs)
- Tax information (W4)
- Ongoing information related to attendance, training, goal setting, performance evaluations, disciplinary actions, promotions, pay changes, etc.

Medical File

- Doctor's notes
- Worker's Comp claims
- Disability
- Accommodation requests

New Hire Reporting

- State requirement



Safety and Security

- OSHA compliance (10 or more employees unless they fall under certain low-hazard industries according to OSHA: <https://www.osha.gov/recordkeeping/ppt1/RK1exempttable.html>)
- Inclement weather, emergency situations
- Physical security of facility
- Data and personal information security
- Expectations of co-workers
- Safety procedures and personal protective equipment

Compensation and Benefits

- Pay rates, pay frequency, pay methods
- Medical, dental, vision
- Vacation pay, leave, sick time, call in process/expectations
- Perks
- Scheduling
- Insurance (life, disability, supplemental)
- Retirement

Conduct / Expectations

- Dress code
- Behavior
- Technology usage
- Ethics

Required employment posters

- Department of Labor requirements

Taxes and Insurance

- Worker's Comp Insurance
- Employment Practice Liability insurance
- Taxes (IRS Form 940 requirements for \$1500 or more in wages for any quarter or year if employee worked in any 20 or more different weeks of the year)
- 1099 employees

Additional Considerations

- Employment law attorney
- National Labor Relations Association