



Hiring Your First Employee: Checklist

Planning and Prep

- ☐ Decide their role
- ☐ Determine their salary/wage
- ☐ Estimate NICs, insurance and other costs of employing staff
- ☐ Plan and implement office/equipment changes

Recruitment

- ☐ Write job advert
- ☐ Advertise vacancy
- ☐ Filter candidates
- ☐ Hold interviews
- ☐ Check 'right to work'
- ☐ Offer the job
- ☐ Carry out pre-employment checks

One-off Admin Tasks

- ☐ Written statement of employment particulars (within two months of employment start date)
- ☐ Take out employers' liability insurance
- ☐ Register as an employer (before first pay day)
- ☐ Choose how to run payroll (in-house or outsourced?)
- ☐ Set up an auto-enrolment pension scheme
- ☐ Provide keys and accounts (email etc.)

Ongoing Admin

- ☐ Run payroll

- ☐ Manage pension scheme and make contributions
- ☐ Follow health and safety rules
- ☐ Track attendance, hours and leave
- ☐ Manage benefits/perks
- ☐ Maintain employee records

