

TOP 5 HR QUESTIONS FOR SMALL BUSINESSES READY TO HIRE

DO I REALLY NEED HR?

Human Resources Professionals help business owners navigate employment laws such as:

- Compensation and competitive rates of pay
- Time off laws (sick, vacation, breaks, leaves of absence)
- Required and competitive benefits

ARE MY WORKERS EMPLOYEES OR INDEPENDENT CONTRACTORS?

- Employees pay taxes and receive a Form W-2 to report their earnings to the IRS and State government.
- Independent contractors do not pay payroll taxes, but receive a 1099 at the end of each year.
- The difference depends on who controls how work is done, the finances related to the work, and the type of relationship (contract, benefits, company perks, etc.).

HOW DO I HIRE EMPLOYEES?

When hiring, you want to consider the following:

- What job duties do you need them to perform?
- What compensation can I offer? What minimum wage laws apply?
How can I create an engaging job posting that will attract the right candidate?
- Focus on what you can offer them vs. what they can bring to you.
- Develop interview questions .
- Use behavioral interview questions. For example, “Tell me about a time when a customer was irate and how you managed the situation.”
- Past performance is a good indication of future performance.
- Develop an onboarding plan.

TOP 5 HR QUESTIONS FOR SMALL BUSINESSES READY TO HIRE (CONT.)

WHAT RECORDS DO I NEED TO KEEP?

Below is a list of records to keep in your personnel files:

- I-9s
- Medical/Private Health Information (kept in a separate file)
- Payroll records
- Workplace injuries reports and workers' compensation claims
- Resume & employment application
- Personal contact information
- Emergency contact
- Performance reviews

WHERE TO FIND MORE INFORMATION ON EMPLOYMENT LAWS?

- I recommend starting with your state government's website.
 - Requirements can vary from state to state.
- Next, look into federal employment laws.
- Economic Development Corporations
 - Some cities and counties also have their own employment-related laws.
- If you're a member of a Chamber of Commerce, they can also provide you with information on employment laws.

IS IT TIME TO HIRE?
ARE YOU READY TO SCALE YOUR BUSINESS
DO YOU STRUGGLE WITH RECRUITING AND RETAINING
EMPLOYEES?



BOOK MY FREE DISCOVERY CALL AND LEARN HOW I
CAN HELP YOU WITH YOUR WORKFORCE STRATEGIES