HR BASICS

Things to consider during:

THE HIRING PROCESS

CREATE A CLEAR JOB DESCRIPTION

Some things to include:
- Top capabilities + skills needed
- Is the role exempt or non exempt
- Work schedule/hours
- Physical requirements

POST JOB LISTING + RECRUIT CANDIDATES

- Create an employment application
  - Consult with legal counsel on state regulations and taxes
- Post job listing on socials, website, or send to individuals you think would be a good fit

ESTABLISH INTERVIEW PROCESS + PREP QUESTIONS

- Identify who is involved and when (HR, team leader, whole department)
- Develop interview questions that are relevant to the job
  - Open-ended and scenario questions are best

CONDUCT INTERVIEWS

- Do they meet minimum requirements?
- Do they align with culture + values?
- Select top candidate
- Perform reference check + complete background check
- Once background check clears, send the offer letter

ONBOARD NEW HIRE

- Complete I9 process within 3 business days of start date
- Set up payroll + housing allowance (if applicable)
- Review employee handbook
- Schedule onboarding meetings
- Establish evaluation/review process