



Hiring your first employee

Preventing People Problems

Thinking about hiring your first employee?

Starting and running your own business normally involves wearing several hats throughout each day. It's down to you to manage essential functions like sales, marketing, accounting, customer services and more, in order to make your business a success.

A master of multi-tasking, you might find yourself sending emails and answering phone calls whilst simultaneously paying the bills and taking orders from clients. Does this sound familiar?

Although it may seem like a task you don't have the time for, hiring staff may be an essential step for your business. With the right strategy in place, your first employee can make the difference between you being able to maintain and maximise business.

When is the right time to hire my first employee?

Knowing when it's the right time to hire your first employee can feel like a difficult decision to make. But asking yourself the following questions can help.

1. Are you turning down work due to a lack of resource?
2. Is there enough work for another person to undertake part or full time?
3. Is it within your budget to hire someone?
4. Are you ready for the commitment?

If you answered mostly yes – it could be time to start mapping out a role and responsibilities for your first employee.

If you answered mostly no – we would suggest postponing your expansion plans for now. Make sure you have the demand and means necessary to bring someone on board.

If you had 50% yes and no – consider a review of your business forecast. You might not be ready to hire just yet, but it always helps to plan.

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Starting the recruitment process

Once you have decided to hire an employee, the next step is to start the recruitment process. The following should be on your to do list:

- Job descriptions and person specifications
- Advertising the position in the most effective media for your business
- CV screening and candidate shortlisting
- Competency-based interview questions
- Telephone and face-to-face interviews

It might surprise you to learn that employment law applies even before hiring an employee. From the moment you begin recruiting, you are bound by laws on discrimination and data protection.

Your process must be a fair one in order to keep your business on the right side of employment law.



The employment contract

If you make someone a job offer and it is accepted, you'll need to draft an employment contract. A written statement of particulars, which outlines a person's role and responsibilities, is a day one right for employees.

Employment contracts can be complicated and are legally binding. We suggest that you seek professional HR support to stay on the safe side.

Inducting employees

It's a good idea to think about how you will induct new employees even before you have hired them. This can help things to run more smoothly in the early days of their employment with you.

Think about what their first day will look like. Will they need equipment or a uniform? Where are they going to sit or take lunch breaks?

It's also worth considering your workload whilst showing your new employee the ropes. There will likely be questions in the beginning, so make adjustments where you can to manage this well.

Give your business a Flying Start with The HR Dept

We can help you navigate the complexities of employment law and have packages designed specifically for micro businesses taking on their first employee.

After getting to know you and the unique needs of your business, we can advise on the qualifications and expertise required to fill a vacant role. From helping you find the right person, to making sure you're all set with the right documentation for their first day, our Flying Start package is an effective and affordable solution. It will take your business growth to the next level.



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