



How to Hire an Employee

Hiring the Employee

- Agreement about hours and rate of pay
- W-4 for taxation purposes
- I-9: IRS form to show work eligibility
- Social Security Card

Employer/Employee Relationship

- Communication
- Clear, honest, fair
- State expectations
- Retention
- Turnover is costly and time consuming
- Appreciation for good work is key; specific, sincere, timely
- Performance Reviews
- Time for both sides to review and clarify
- Communicate goals and expectations
- Delivering Negative Feedback
- Be constructive
- Give specific examples of how to improve
- Misconduct
- Late or absent
- Failure to follow rules or complete work
- Progressive Discipline
- Verbal
- Written
- 30 day notice
- Termination

Other Items

- Safety Guidelines – see OSHA handout
- Unemployment – starts at 3.25% of wages for new employers. After 2 years, the state adjusts that percentage based on usage. If you have not had a lot of turnover, the number will go down. If there was a lot of turnover, the number will go up.
- Workers' Compensation – Workers' Compensation insurance is purchased to protect employees who may be hurt on the job.