**Guidelines on how to hire staff for your Business**

The following are the minimumn steps and issues you need to consider when employing staff in your business. The list is not exhaustive and outlines only the most important aspects of employing staff. If you have any questions you should contact the appropriate Government Agency or SjB Business Consulting who are also available to assist

SjB Business Consulting can advise and assist you with individual aspects or manage the full process from start to finish.

**Advertise the job**

* Before you advertise consider your budget, timing and best medium (Newspaper, Job Board, etc) given the type of role and available talent pool
* Establish a clear process for receiving and assessing applications
* Set a time frame and make sure you make yourself available to manage the process

**Conduct an interview**

* Before conducting an interview, you'll need to shortlist applicants based on their application
* Develop a process and questions that ensures you can accurately assess the skills and experience of applicants and how they will fit with the culture of your business
* Ensure that your questions are fair and compliant with Equal Employment and OHS Legislation

**Select the right applicant**

* Once you have determined the most appropriate applicant ensure you contact referees and ask appropriate questions that give you the right information
* Ensure that your decision making process is fair and compliant with Equal Employment and OHS Legislation

**Prepare and document a formal offer of employment**

* Once you have made a decision you will need to make a verbal offer of employment followed by a formal written Employment Contract
* At a minimum you will need to include
  + pay
  + hours of work
  + shift penalties and loadings
  + leave entitlements, and
  + termination of employment notice periods.

**Arrange Taxation, Superannuation and insurance payments**

* This is often best managed through the use of a good computerised accounting system which can calculate withholding requirements, keep track of leave entitlements, calculate compulsory superannuation, generate pay slips for staff and prepare end of year Payment Summaries
* Under the Pay As You Go (PAYG) withholding rules you must collect tax from employee payments so they can meet their end of year tax liabilities.
* As an employer you must offer eligible employees a choice of Super Funds and pay the minimum amount, called the Super Guarantee which is currently 9.5% of Ordinary Time Earnings (OTE)
* As an employer you must have Worker’s Compensation Insurance to cover workers if they are injured at work or become ill due to their work

**Your record keeping requirements**

* As an employer you must meet your record keeping and pay slip obligations
* Employment records and payslips must be kept for (7) seven years
* Taxation records must be kept for (5) five years
* It is essential that you have an efficient and effective record keeping system that supports the needs of your business

**New Employee Starter Pack**

* Tax File Number declaration form (Available from ATO)
* Superannuation Standard Choice Form (Available from ATO)
* Fair Work Information Statement (Available from Fair Work Australia)
* Employee details (Internal form)
* Employment Agreement (Internal form)
* Dress code, office hours and any flexible arrangements that may be available.

**Tips for first day at work (Orientation)**

* Introduce the new employee to other staff/ managers,
* Provide the new employee with a copy of the business’ HR Policies and Procedures, IT Policy, process and security
* Training required to do their job

**Need further help?**

SjB Business Consulting can help with:

* Reviewing your existing structure and roles
* Drafting a job ad
* Position descriptions
* Employment contracts
* HR Policies and Procedures
* A general oversight to ensure you remain compliant with Equal Opportunity, OHS, etc