

SCORING YOUR READINESS

Scored 16-18: You're in a strong position to hire!

Scored 13-15: You're close, but gaps could create challenges.

Scored <13: You may be at risk for a costly or stressful hiring experience.

OX INSIGHT

Hiring the wrong person often costs 30-200% of the employee's annual salary!

Costs of a bad hire include:

- Recruitment costs (posting fees, sourcing and interview time)
- Time spent onboarding and training
- Reduced productivity of the trainer
- Decreased morale
- Potential client dissatisfaction

HIRING READINESS CONSULTATION

OXC's Hiring Readiness Consultation is designed to help you move into this next phase with clarity and confidence.

Together, we will ensure you have the right foundations in place to hire effectively, stay compliant, and set your future team up for success – without overcomplicating your systems or exceeding your budget.

Not sure how to close the gaps? Let's walk through your results together.

<http://oxconsultingllc.com/>

HIRING READINESS CHECKLIST

Use this checklist to assess whether your business is prepared to bring on team members.

Role & Business Clarity

- I can clearly explain why I need this hire now
- I have defined the key responsibilities and outcomes of this role
- I know what skills and experience are truly required

Financial Readiness

- I understand the full cost of this hire (salary + taxes + tools)
- I can comfortably afford this employee for at least 6 months
- I know how payroll will be managed

Legal & Compliance Basics

- I have the appropriate business registrations in place (EIN, tax and unemployment accounts)
- I understand the difference between an employee and an independent contractor
- I have (or plan to have) worker's compensation coverage
- I am prepared to complete required new hire paperwork (Form I9, new hire reporting)
- I have an offer letter or employment agreement template

Hiring Process Readiness

- I have a clear plan for how I will source candidates
- I have a structured interview process including questions and evaluation criteria

Onboarding & Early Success

- I have documented expectations of employment (handbook)
- I have a plan for the employee's first days and weeks
- I have the time and ability to effectively manage and support this employee
- I have the tools, systems, and access they will need ready
- I have defined how their performance will be measured

CONTACT

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ABOUT OX CONSULTING

At Operational Excellence Consulting, we develop human resources systems that empower businesses to grow with clarity, compliance, and confidence. Connect with us to create HR systems that align with your goals and empower your team.