



Hiring your First Employee

Hiring your first employee can sometimes feel like a huge job so, we have created a checklist to help you through this process

Recruitment	✓
Have you created a job description for the role?	
Have you agreed the salary range for the role benchmarking similar roles in your area?	
Have you created interview questions and tasks which allow the candidates to demonstrate their skills and experience relevant to the role?	
Screen the CV's against your job description to decide who you would like to meet for interview	
Conduct the interview taking notes of the answers / candidates scored. Interview notes stored to meet GDPR	
Offer of employment made and accepted	

The legal stuff	✓
Create a Contract of Employment. This needs to be issued before their first day!	
Send them your Discipline and Grievance Policies	
Right to work checks completed and filed	
DBS checks completed (if required)	
Workplace pension scheme in place	
Employers liability insurance in place	
Payroll - who will do this for you?	
Health & Safety / DSE assessment	
Ensure all employee documentation is stored in accordance with GDPR	

Onboarding	✓
Agree with your HR provider your holiday / sick pay & family leave payments and share this information with your new employee	
Offer pack sent (including offer letter, Contract of Employment, Discipline and Grievance Policies) before the start date	
Signed documents returned & filed in accordance with GDPR	
Personal information form completed & filed accordingly	
Obtain at least 2 employment references	
Pre-Employment Health Screening if required	
Induction plan - Do you have one in place and who will conduct this?	
Conduct mid-probation and end of probation meetings	
Confirm employment, extend probation or end employment	



Our Top tips for taking on your first employee!

MERAKI HR

1. Carry out employment checks

Once you have found your suitable employee – you must ensure that your employee a) has the right to work in the UK and b) passes any further checks which may be required (e.g. DBS checks).

2. Provide a Contract of Employment

You must provide all employees with a Contract of Employment which outlines the employees role, rights, responsibilities and working conditions by their first day. For best practise send the Contract of Employment as soon as the employee accepts your offer. Ensure you know the holiday, sick pay and maternity / paternity pay rules!

3. Provide an Employee Handbook

Your employee handbook outlines your policies and procedures that employees are expected to follow whilst employed by you. It also sets expectations for behaviour, performance and conduct.

4. Make sure your Company is insured

You must have adequate Employers Liability insurance which should protect your business from claims made by employees who have been injured or fallen ill in the workplace.

5. Register as an employer with HMRC and set up your auto-enrolment pension

You must register as an employer with HMRC within four weeks of taking on your first employee. You are responsible for paying your staff a pre-agreed salary, and deducting any PAYE (income tax) and National Insurance Contributions from salaries. You are also required to provide a payslip which details their income before and after deductions and must comply with National Minimum Wage. You must enrol your employee into a workplace pension scheme. The total minimum contribution is 8%, with at least 3% made by the employee.

6. Health & Safety

You are responsible for providing your employees with a safe and secure environment to work in. You must have a H&S policy if you have five or more employees.

7. Ensure all employee files are stored in accordance with GDPR

Handling employee information correctly is a vital part of this GDPR legislation including who can access the data and where is it stored. If you need to update your current process, speak to us about Breathe HR – our recommended HRIS system.

There can be a lot involved with hiring and onboarding your first employee, so whether you require help with onboarding, would like to check you are compliant or require a Contract of Employment or an Employee Handbook – we can help you through the process.

hello

Your People | Our Passion | Your Success

Meraki HR Solutions Ltd.
Co Reg No: 9303957



01539 482709 or 01865 648548



www.merakihr.com



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hello@merakihr.com

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