

## 1. Study Federal and State labor laws

- Differences between employees and independent contractors
- Equal opportunity laws and regulations
- Harassment and discrimination laws and regulations
- Payroll taxes and unemployment taxes
- Worker's compensation insurance ([Virginia VWCC](#))
- Minimum wages and overtime wages, exempt and non-exempt positions
- See: [IRS Information](#) and [Virginia Employment Commission](#)

## 2. Create an Employment Agreement

- Conditions of continued employment (regular drug tests and training, current certifications)
- Ground for, and procedure to terminate employment. Severance package if any.
- Policy on the use of company assets (equipment, online accounts and intellectual property)
- Non-disclosure and non-compete
- Periodic performance reviews

## 3. Create an Employee Handbook

- Code of professional conduct
- Harassment, discrimination and inclusion policies
- Safety policies
- Periodic training
- Physical security of buildings, offices, or stores
- Cyber security requirements
- Administrative leave policy
- Remote work policy
- HIPAA compliance policies for medical businesses

## 4. Decide what salary and benefits to offer

- Full-time or part-time, salaried or hourly wages, exempt or non-exempt
- Vacation, sick, and parental maternity leave. List of holidays.
- Health Insurance
- Retirement account
- Health club monthly fees or other wellness related expenses

## 5. Sign up for a payroll service

- Examples: Quickbooks, AccountEdge, Patriot, Zoho, Dynamics 365, Xero, Wave, Square
- If you don't have a Virginia tax ID (for payroll taxes) and VEC ID (for unemployment taxes), get one at: [Virginia tax ID](#)

## 6. Write up a position description

- The description must include at least 3 sections:
  - Duties
  - Responsibilities
  - Qualifications (experience, education, certifications and knowledge of professional tools)
- Search online job sites (see below) for similar jobs to get examples.

## 7. Post the open position online

- In the job post ask for a resume and a letter
- Do not include salary information other than "salary commensurate with qualifications and experience"
- General online job sites: [LinkedIn](#) , [Indeed](#), [Monster](#), [ZipRecruiter](#), [SimplyHired](#)
- Specialized job boards: [Dice](#) for tech jobs , [SnagAJob](#) for restaurant jobs, [AdminCareers](#)
- Social media

## 8. Select the top 10 candidates

- Conduct a quick phone or video interview
- Ask them for 5 professional references (co-workers, managers or professors), with email and phone number

## 9. Select the top 3 candidates for interview

- Conduct a thorough interview. See [Harvard Business Review Article](#) and [SHRM Article](#)
- Verify the candidate's references

## 10. Send an Offer letter to the selected candidate

- Send an offer letter to the top candidate, including:
  - Salary and/or hourly wages, PT or FT, location, days and hours
  - Title or function
  - Start date
  - Include that the offer is conditional upon passing pre-screening requirements
- Include a copy of the employment agreement and employee handbook
- Examples: [LawDepot](#), [LegalZoom](#), and [iHire](#)

## 11. Pre-employment screening

- Drug test
- Background check
- Professional certifications check

## 12. New hire on-boarding

- IRS employee withholding [W4 form](#)
- USCIS, employment eligibility verification [Form I-9](#)
- Professional training
- Harassment and discrimination training
- Internal announcement and introduction to co-workers
- Training on company systems and tools
- Addition of the employee to the payroll