

1. Study Federal and State labor laws

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

2. Create an Employment Agreement

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

3. Create an Employee Handbook

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

4. Decide what salary and benefits to offer

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

5. Sign up for a payroll service

- o Examples: Quickbooks, AccountEdge, Patriot, Zoho, Dynamics 365, Xero, Wave, Square
- o 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

- o The description must include at least 3 sections:
 - o Duties
 - o Responsibilities
 - o Qualifications (experience, education, certifications and knowledge of professional tools)
- o 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