

THE ULTIMATE

HIRING

CHECKLIST

FOR

SMALL BUSINESS

EMPLOYERS



Yoon Cannon

Hiring Checklist for Small Business Employers

I. GET CLARITY

- What are the positions do I need to fill?
 - Job titles
 - Job descriptions
 - Required skills
- Do I want to hire employees or independent contractors?
 - How many hours each week can I guarantee per position?
 - Do I need them to work in person or remote?
- What is the maximum budget I can set aside to pay my hire(s) their first year?

II. EMPLOYEE HIRING PREREQUISITES

- Obtain an [EIN number](#) (employer identification number)
- Register for state and local taxes
- Purchase [workers comp insurance](#)
- Post state and federal [labor law posters](#)
- Employer and employee fills out [form I-9](#) for employment eligibility verification
- Have [W-4 forms](#) on hand to give to new employee hires to fill out
- Know your [business tax requirements](#) or speak to your CPA/accountant
- Create a compensation plan for holidays, sick days, overtime, vacation and leave
- Decide what you will offer as benefits if any (health, dental, PTO, bonuses, etc)
- Choose in-house or external for processing payroll
- Understand [fair labor laws](#) when hiring and managing employees

III. INDEPENDENT CONTRACTOR HIRING PREREQUISITES

- Draft an independent contractor agreement that includes non-compete and non-disclosure policies in your agreement.
- Have [W-9 forms](#) on hand to give to new contractor hires to fill out
- Understand the [legal definitions and requirements](#) when hiring independent contractors
- Decide which freelancers you will pay hourly vs project based
- Decide how you will send payment and how often

IV. ADVERTISE YOUR JOB OPENING(S)

- Write a powerful job description
- Post your job description in paid job site platforms
 - CareerBuilder.com, Glassdoor.com, Indeed.com, LinkedIn.com, Monster.com, SimplyHired.com, ZipRecruiter.com, etc
- Required skills
- Post your job description in free platforms
 - Your company website, relevant Facebook groups, LinkedIn groups, your company email list group, LinkedIn post, Facebook post, etc

V. **FINDING TOP NOTCH INDEPENDENT CONTRACTORS**

- Post your project (gig) on popular freelancer sites
 - 99Designs, Behance, FlexJobs, Fiverr, Freelancer.com, HireMyMom, LinkedIn Profinder, MTurk, ProBlogger, Toptal, Upwork, VirtualVocations.com
- Search those sites for highly rated freelancers
- Post in relevant Facebook and LinkedIn groups for recommendations

VI. **EMPLOYEE INTERVIEWING PROCESS**

- Screen resumes
- Conduct 1st interviews
- Conduct 2nd interviews
- Conduct background checks, reference checks
- [OPTIONAL] helpful to include personality assessments
- Write your offer letter
- Make your final hiring decision

VII. **INDEPENDENT CONTRACTOR INTERVIEWING PROCESS**

- Screen freelancer profiles for reviews and their portfolio (for marketing hires)
- Determine if you:
 - like their work quality
 - they have the ability to meet your deadlines
 - their method of communication and response time works for you
 - you can afford their services
 - you can see a long term fit potential
- Prepare your project scope (gig deliverables) with all information and assets that your freelancer will need to complete the project for you.
- Hire your freelancer(s)

VIII. **HIRING AND ONBOARDING**

- Have your new employee hire submit their filled out W-4 form
- Review your Employee Handbook with your new hire and have them sign agreement and understanding of all your policies.
- Assign them their own company email address and instructions how to log in.
- Have their weekly tasks / projects prepared
- Schedule weekly 1-1 meetings with your new hire to support their transition and training.



CREATE HIGH PERFORMING TEAMS



FREE UP YOUR TIME, SO
YOU CAN FOCUS ON DOING
WHAT YOU LOVE THE MOST

Get the RIGHT People ON the Bus

- I have a written profile of who the ideal person is for each of the roles we need on our team.
- I follow a written 1st and 2nd interview checklist that identifies and scores my top candidates.
- I use a personality / hiring assessment that influences our hiring decisions.
- I always call references and even review their social media profiles before making a hiring decision.

Get the WRONG People OFF the Bus

- We spell out negative behaviors & consequences (+ how to get a raise) in our written Employee Handbook.
- I have a weekly 1-1 meeting with each of my team members to review their performance & training needs.
- I address poor performance in a timely manner using direct communication.
- I swiftly fire team members upon 3rd warning on failing performance and/or infractions we do not tolerate.

Get the Right People In the RIGHT SEATS

- I have multiple questions in the application and interview process that indicate candidate-role fit.
- I have a specific process incorporated into the 2nd interview where candidates can demonstrate right fit.
- I have a written on-boarding process we follow that helps us further assess and validate the right fit.
- Yes! I'd like to get Yoon's help creating a high-performing team for my business.
Book a free discovery call www.ParamountBusinessCoach.com/apply**



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I'm excited to share the strategies and shortcuts I've learned from my personal experience of starting, scaling, and selling 3 other businesses over the past

Yoon Cannon / Jan 25, 2024

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ABOUT YOON CANNON ~ Founder, ParamountBusinessCoach.com

My mission is to encourage, equip and empower entrepreneurs to help you grow a thriving business and life you love! Since 1998 I have started and sold 3 other companies in both B2C and B2B, so I completely understand the struggles you go through whether you're starting from zero or growing a 6 and 7 figure business. I invite you to book a free sales growth strategy call with me below.

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As featured in:

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