

EMPLOYING YOUR FIRST MEMBER OF STAFF

SO, YOU HAVE DECIDED TO TAKE ON YOUR FIRST EMPLOYEE
HERE IS A STEP-BY-STEP GUIDE THAT WILL TAKE YOU THROUGH ALL
THE TASKS YOU NEED TO DO

STAGE 1: PLANNING AND RECRUITMENT

- Work out budget costs, including **salary range** and plan how this may affect your cash flow.
- Recruitment campaign – find the right person. Visit **RIBA Jobs** for advice on writing an advert, getting the most out of an interview and other essential tips on hiring the right talent. **Place a job advert**, shortlist and interview candidates.
- Make a formal job offer to your selected candidate.

STAGE 2: ACTIONS TO TAKE ON OR BEFORE EMPLOYMENT STARTS

- Check if someone has the **legal right to work** in the UK. You may have to do other employment checks as well.
- Get **employers liability insurance** - you need cover as soon as you become an employer.
- You need make sure to give your employee a **written statement of employment** if you're employing someone for more than 1 month. (Written statement of employment particulars)
- **Register as an employer** with HMRC - you can do this up to 4 weeks before you pay your new staff.
- Set up a workplace pension scheme and asses if you need to **auto enrol your staff** each month.
- Issue a contract of employment.
- Decide how payroll will be calculated and paid each month. You can use an **accountant**, a payroll provider or you could choose to undertake this yourself and administer within your business.