



New Employer Checklist

Things to consider and/or do when hiring your first employee include:

- Obtain Federal Identification Number
- Register with the NH Department of Employment Security
- Create a job description
- Decide on pay rates and benefits to be offered
- Establish pay frequency, and Pay date
- Conduct a lawful screening/interview process
- Determine whether you will require a non-disclosure agreement and/or agreements regarding assignment of inventions/developments, non-solicitation of customers and/or employees, and/or non-competition
- Determine whether the offer will be conditioned upon a criminal record check, driving record check, drug test, and/or other criteria
- Prepare and provide a written offer of employment including notification of rate of pay
- Obtain Workers Compensation Insurance
- Develop personal policies and employee handbook
- Create recordkeeping system
- Obtain and post required labor law postings
- Adopt workplace safety practices and policies
- Decide how you are going to process payroll (internal or outside service)
- Obtain and complete the Form I-9, Form W-4, payroll & benefits forms
- Plan and implement orientation and training