



## **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