



Hiring Checklist

Follow the guidelines below to ensure that you hire the best employees to work in your home, allowing you a manageable balance between life and work.

- Create a detailed job description that identifies required knowledge, skills, and experience.
- Calculate the available compensation, including pay and benefits.
- Practice conducting effective interviews.
- Be sure to explicitly state where, when and to whom application materials should be sent in the job description.
- Interview and contact top candidates' references.
- If working with an agency, contact the agency to determine if anything needs to be done prior to making your hiring decision.
- Obtain and file a signed release from the job applicant to complete background checks, then conduct them.
- If working with an agency, contact the agency to determine whether any additional action needs to be done prior to making your hiring decision.
- Decide on the best applicant and present the offer letter.
- Schedule another meeting with the applicant to address any outstanding issues at this point and to finalize the hiring process (i.e., start date, work hours, etc.).
- Be aware and abide by federal, state, and local employment and labor laws Document all new hire paperwork into the employee's HR file.

Top Five Hiring Tips

1. Use a job description to communicate the essential job functions and expectations.
2. Require candidates to complete and sign an employment application instead of using only the person's resume.
3. Avoid asking illegal interview questions, and focus on those based on successful behaviors.
4. Follow-up with an offer letter noting an RSVP date, a hire date, compensation, and any preconditions to employment.
5. Conduct reference and relevant background checks to assess the candidate's integrity.

GTM Payroll Services can assist you with any questions or concerns you may have. Contact us any time at 1-800-929-9213 or email us at info@gtm.com.