



STARTING A BUSINESS:

Hiring staff



One of the questions you'll face as a businessowner is: Do I need staff to support my company's growth? While not all businesses have employees, some hire on a full-time, part-time, casual or contract basis. Here are some of the things to think about with employment and human resources.

Key things to consider

- **Is the business ready for staff?**
While employees can help a business to grow, there are also costs, training requirements and legal responsibilities, so it's important to look at the businesses needs first.
- **What sort of employees does the business need?**
Some jobs can be completed on a contract or casual basis, while others may require a full-time commitment. At the same time, some roles require a junior with little experience, while others may need someone with special skills and expertise. Deciding what the company needs will help to determine what sort of employee to hire.
- **Can the business afford the new hire?**
There are costs to think about beyond the prospective employee's salary. These include advertising costs for the position, tax, superannuation, insurance, technology, providing training materials, improving a work or office space (if necessary) to make it safe.
- **Is the business ready for the new employee's arrival?**
Before a new employee starts, it's important to prepare their employment contract, to pay their salary, plus tax and super and to know work health and safety obligations. Also, be aware of the laws around ending their employment if the arrangement doesn't work out. You can find this on the Fair Work Ombudsman page here <https://www.fairwork.gov.au/ending-employment>





Hiring Tips

- Clearly define the roles and responsibilities for the position you're trying to fill.
- Develop a process that involves several stages, including screening resumes, interviews and checking references.
- Consider hiring people who are passionate about your business and its mission.
- Ensure the compensation and benefits on offer are competitive with the rest of the market.
- Provide training and support for your new employees to ensure their success in the business.

Other resources

- **Hiring employees checklist, available at**
<https://business.gov.au/people/employees/hiring-employees>
- **Work Health and Safety, available at**
<https://business.gov.au/risk-management/health-and-safety/work-health-and-safety>
- **Hire staff, available at**
<https://business.vic.gov.au/business-information/staff-and-hr/staff-recruitment/hire-staff>

