



Hiring Employees for Business

Name: _____ Date: _____

Course of Study:

Hiring employees for your business, and finding the people that meet your needs

Instructions for community members and WSCAT staff members:

This course of study is to assist community members in finding the right employees to meet their business needs and understand the laws required to do so, per Oregon IDA Initiative program requirements.

Goal: To provide community members the opportunity to understand the requirements and considerations necessary to hire an employee for their business.

Objectives:

1. To enable participants to consider what they want their workplace culture to look like.
2. To assist community members in understanding the legal requirements of hiring an employee.
3. To allow participants to make informed decisions when hiring employees.

Time Required: 10 hours

Notes: The research for this course is to be done primarily by IDA participants at home. Upon completing the research, participants must set up an appointment with WSCAT staff to discuss the research. If participants would like to discuss the questions in this course with WSCAT staff prior to completion, WSCAT staff members will be available Monday through Friday, from 8 am – 5 pm. WSCAT also has a small business coach who will meet with clients upon enrollment to work with clients to understand business requirements and answer client questions.

Part 3: Research

Time required: 6 hours

Using a computer, research and answer the following questions:

1. What is your NAICS code (business industry code)?
2. If your business is registered with the state, what is your registry number?
3. You are required to have certain posters on your wall. What posters do you need to be in compliance with the law?
4. What is worker's compensation? Do you have it? Do you plan to get it?
5. What is the job description for your employee? (Attach a job description, if available)

6. Are you going to conduct interviews to find an employee? If so, what interview questions are you going to ask? What does the hiring/onboarding process look like?

7. What is a W4? What needs to be filled out?

8. Do you foresee your employees working overtime? If so, how will it be structured? What are the requirements for your particular industry?

9. Will your employee be full-time, part-time, or seasonal? Are there different requirements depending on the type of employee?

10. Do you have payroll systems in place? If not, what do you need to do to set them up?

11. What is an employee handbook used for? Will you have one?

12. What is the minimum wage in Oregon? How much do you plan to pay your employee?

13. Are you required to get benefits for your employee (health care, dental insurance, life insurance, etc.)? Do you plan to get insurance/benefits? If so, what kind and from where?

14. Will your employee receive paid time off? How will that be structured?

15. When it comes time to file taxes, you will be required to provide the employee with either a W2 or 1099 (depending on the type of work they do). What are each of these forms? Which one will you need to provide? Will you have the capacity to do so?

16. Do you plan to have a retirement savings program for your employees? If so, what will the program include? If not, research Oregon Saves. What is it? Is it something you would want your employees to be aware of?

17. Are there any other areas of human resource management you think you need information on? How will you stay informed on new and updated legal requirements of employers? Are there specific resources/websites that have information easily accessible?

For example, an additional resource for questions regarding employment laws is BOLI Technical Assistance. They can be reached at 971-673-0824.

I understand that as an employer I can be held accountable for my actions. I agree to follow all the Oregon Employer Labor Laws.

Signature

Date