First Hire Checklist

1. Ensure that you’re IRS compliant by completing the necessary forms:
   - Form SS-4 APPLICATION FOR EMPLOYER IDENTIFICATION NUMBER
   - Form I-9 EMPLOYMENT ELIGIBILITY VERIFICATION
   - Form W-4 WITHHOLDING ALLOWANCE CERTIFICATE

2. Select and implement your HR tech stack with tools that streamline your recruiting, onboarding, and employee lifecycle processes:
   - Applicant tracking system
   - Payroll system
   - HRIS

3. Decide what the onboarding process looks like to create a seamless experience for your new hire that results in longer employee retention. Prepare documents including:
   - Employee handbook
   - Direct deposit form
   - Emergency contact form
   - Non-disclosure agreement

4. As an employer, you’ll draw employment tax withholdings from your employee’s paycheck – and make contributions of your own.

   **Employee obligations:**
   - Medicare
   - Social Security
   - State and Federal Income Tax
   - State and Federal Unemployment

   **Employer obligations:**
   - Medicare
   - Social Security
   - Federal Unemployment Tax (FUTA)
   - State Unemployment Insurance (SUI)

5. Keep a confidential personnel file for each new hire, leveraging your tech stack to store these documents in one centralized location:
   - Job application materials
   - Signed new hire agreements
   - Tax documentation
   - Performance evaluations
   - Personal records

6. When making these preparations, check local labor regulations to ensure that your company remains compliant from start to finish.

Now you’re ready to open your first role! Our 50+ job description templates help make optimizing your postings easy and seamless.