

Becoming an Employer Checklist

Recruiting and selecting staff

Job description and person specification to create selection criteria
Selection notes link back to selection criteria for audit trail of decision making
Check right to work in the UK
Consider references and any relevant criminal convictions

Employer requirements

Register as an employer with HMRC
Consider how payroll will be run
Make arrangements for Pension Auto-Enrolment
Consider National Minimum Wage
Employer's liability insurance

Basic Employment Policies (5+ employees)

Disciplinary
Grievance
Health and Safety

Additional Employment Policies

Maternity/paternity/adoption
Telephone/internet/email use
Flexible working (dependents)

Contract of Employment (by 8th week of employment)

Make decisions about sick pay, holiday entitlement, confidentiality, restrictive covenants, overtime payments, working hours
Ensure fixed term and part time staff are no worse off than full time staff
Ensure equal pay for equal work

Induction

Health and safety training including DSE use
About the company and its culture
Company policies
Expectations
Key contacts
Performance management/probationary period

Training for Managers

Recruitment and Selection
Performance Management
Disciplinary and Grievance
Employment Law for Line Managers
Absence Management
Family Friendly Working
Ending Employment

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