

HR ESSENTIALS CHECKLIST FOR NEW BUSINESSES OWNERS

As Organizations Evolve, so should Strategies & Skills

Contact Us: evolvehrgroup.com info@evolvehrgroup.com



Laying the Foundation for Success:

If you're starting a new business and planning to hire, setting up a few essential HR practices from the start will help you stay compliant, protect your business, and create a strong foundation for your team. Here's where to begin:

- Create a Business Plan**—Outline what you are selling, target customers, market, and financials.
- Register as an Employer** – Get an EIN (Employer Identification Number) from the IRS.
- Know the Laws** – Learn about basic labor laws, employee classification (W-2 vs. 1099), and required taxes.
- Set Up Payroll** – Choose a payroll system to handle wages, taxes, and direct deposit.
- Create a Simple Offer Letter** – Outline job details, pay, and expectations for new hires.
- Start an Employee File** – Keep important documents like tax forms (W-4, I-9) and emergency contacts.
- Decide on Basic Policies** – Think about work hours, time off, and workplace rules.
- Display Required Posters** – Some labor laws require workplace posters (even for remote teams).
- Think About Benefits** – Even if you're not offering health insurance, consider perks like paid time off.
- Onboarding & Training**—Plan what is needed to onboard and train new employees.
- Communicate Clearly** – Talk to your team about expectations, company culture, and how to ask questions.
- Technology**—Determine the basic technology needed for your start-up.
- Marketing & Sales**—Plan your marketing, social media, and sales strategy.

Starting simple ensures compliance and sets your business up for smooth growth. Need help? Our HR experts can guide you!



EVOLVE HR