



## Before I hire what do I need to have done?



- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Have you confirmed that you need this employee?                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you confirmed that you can afford this employee?                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you got Worker's Compensation?                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you got Professional Indemnity Insurance?                         |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you got Public Liability Insurance?                               |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you know what Modern Award your workplace or this role falls under? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you confirmed whether you need a full time or part time employee? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you confirmed whether you could use a volunteer or casual?        |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you drafted a job description?                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you got a legally compliant employment contract?                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you prepared your interview process and questions?                |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you registered for PAYG Withholding?                               |

If you have answered 'No' to any of these you are either in breach of your legal compliance or alternatively not following 'best practice' employee relations. You should seek further qualified advice.