



★CHECKLIST★

Employment Basics

- How are you hiring the employee?
- Will you ask questions about:
 - Scheduling?
 - Need for physical accommodations?
 - Have these questions been vetted by a professional to avoid discrimination charges because of protected class status?
- What type of worker are you hiring?
 - Is the individual an employee or an independent contractor?
 - If an employee, are they:
 - an intern?
 - a volunteer?
 - Are they nonexempt (salaried) or exempt (hourly)?
 - Executive, administrative, or professional?
 - Are they going to be paid?
 - Minimum wage?
 - Commission or bonus plan?
 - Are they inside or outside sales?
 - Equity?
 - Service employees: will tips or gratuities be involved?
 - Will you need to reimburse the employee for expenses?
 - Will you offer other benefits?
 - Health plans?
 - Retirement plans?
- Hiring paperwork
 - Form I-9
 - Form W-4
 - State Required handouts (California as example)
 - Labor Code §2810.5 Notice
 - DE 2320
 - DE 2511
 - DE 2515
 - Sexual Harassment and Discrimination handouts
 - Notice of Workers' Compensation
 - Commission agreement (if applicable)
 - Meal and break waivers (if applicable)
- Will you have an employee handbook?
 - Have you trained your management and hiring staff on the handbook?
 - Have you checked with your service providers for posters and pamphlets?
- On the job considerations?
- Is your staff properly trained and certified?
 - Harassment training
 - Your personalized IIPP
 - Alcohol Service training
 - Food Safety Manager training
 - Food Handler training
 - Fork Lift Operational training or certification