



**NOW  
HIRING**

**I THINK I SHOULD HIRE  
SOMEONE...WHAT NOW?!**





# Pikes Peak Small Business Development Center

FREE CONSULTING | PRACTICAL TRAINING | BUSINESS RESOURCES

[www.pikespeaksbdc.org](http://www.pikespeaksbdc.org)



*Funded in part through a cooperative agreement with the U.S. Small Business Administration*



## Leah Omar HR Branches

“Leah Omar is a Talent Specialist with 7 years in human resources administration and innovative recruiting strategies. She has had the opportunity to manage many facets of HR such as recruiting, compliance, benefits administration, orientation/onboarding and wellness programs. Leah has helped small businesses streamline administrative processes, create more efficient hiring practices resulting in high quality hires, and effectively reduce risk in their daily operations. She is dedicated to developing creative solutions for the small business community.”

**I Think I Should Hire  
Someone...  
What Now?**



# Who The Heck Are You?

## Leah Omar

- Ambassador of Buzz at HR Branches.
- My superpower is creative recruiting strategies
- I get excited when I get to help small businesses.
- I have a two year old...



# What we'll discuss

## TOPIC OUTLINE

Legal Essentials

Evaluation & Analysis

Recruiting Tips

Preparing for New Employees

An Employees First Week

Keeping (Good) Employees



“Give me six hours to chop  
down a tree and I will spend  
the first four sharpening the  
axe.”

– ABRAHAM LINCOLN



# Legal Essentials

"Lawyers are the first refuge of the  
incompetent"  
- Aaron Allston



# 74

There are 74 federal employment laws businesses need to follow in addition to state laws.

53 just for 1- 14 employees.



# Small Business Legal Mistakes

- **PAYING UNDER THE TABLE**

The tax collector will find you...

- **NO W-4 OR I-9**

It takes just a few minutes, do it, and file it right

- **NO COVERAGE**

Workers Comp and Unemployment is required... if even if you have 1 employee

- **DISCRIMINATION**

Yep, it still happens all the time

# 4 Steps to Staying Legal

1

## SET UP PAYROLL

- There are great payroll systems out there
- Work closely with your CPA

2

## GET PAPERWORK IN ORDER

- Required: W-4 & I-9
- Good Ideas: Application, Offer Letter, Emergency Contact, more...

3

## CYA

- Worker's Comp is important
- Unemployment is required
- Have a good insurance broker

4

## DISCRIMINATION

- Age, disability, genetic information, national origin, race/ color, religion, sex, sexual orientation, veteran status, or any other protected status



# Evaluation & Analysis

“The only people who see the whole picture are the ones who step outside the frame.”

– Salman Rushdie





# Small Business Planning Mistakes

- **EMOTIONAL  
DECISION**

Feeling overwhelmed?

- **DON'T UNDERSTAND  
THE MARKET**

What is your competition up to?

- **DON'T LOOK AT THE  
\$\$\$**

It's not just the wage that you need to prepare for

- **NOT PLANNING THE  
JOB**

Don't have your employees just sit there

# 4 Steps to Planning Well

1

## KEEP EMOTIONS IN CHECK

- Why do you want to hire?
- Do you know what you are getting yourself into?

2

## LOOK AT THE MARKET

- Do your research
- Job Boards
- Salary.com
- Let's check them out

3

## LET'S LOOK AT THE COST

- There's a lot more to it than just the wage
- Let's do some calculations together

4

## PLAN THE JOB

- Talk to others in your organization
- Talk to clients
- Needs Analysis
- Job Description



# Recruiting Tips & Tricks

"I hire people brighter than me and then get  
out of their way."

- Lee Iacocca



# Small Business Hiring Mistakes

- **LOOKING IN ALL THE WRONG PLACES**

How are you spreading the word?

- **RUSHING**

Putting a warm body in that set will cost more than just wages

- **LOOKING FOR "PLUG & PLAY"**

It is easier to train people than to change their personality

- **FRIENDS & FAMILY**

Let me tell you a story...



# 4 Steps to a Good Hire

1

## STRATEGICALLY ADVERTISE

- Indeed and LinkedIn are often not the answer
- Where are your ideal employees?

2

## STAY ORGANIZED

- Track where candidates are coming from
- Plan interview questions, participants, and process

3

## SKILLS & BEHAVIORS

- Multiple conversations
- Behavioral interviews
- 4th level question

4

## MAKE A FAIR OFFER

- Create excitement and enthusiasm
- Tell them why you chose them
- Be prepared for negotiations



# Preparing for a New Employee

“Give me six hours to chop down a tree and I will spend the first four sharpening the axe.”

– Abe Lincoln



# Small Business Prep Mistakes

- **THEY DON'T...**  
Failure to prepare for a new employee's arrival wastes time and money.

# 4 Steps to Prep for a New Employee

1

## PLANNING & RESEARCH

- Where will the new employee work?
- Does it make sense?
- Do they have furniture?

2

## TECHNOLOGY SET UP

- Hardware & Software
- Email/ Phones
- Accounts & Passwords

3

## TRAINING PLAN

- Internal Processes
- Expected Behaviors
- Job Duties
- Computer Systems

4

## IMPORTANT INTROS

- Co-workers
- Partner Departments
- Clients
- Industry Experts

# 2x

A NEGATIVE ONBOARDING  
EXPERIENCE RESULTS IN NEW HIRES  
BEING 2X MORE LIKELY TO LOOK  
FOR OTHER OPPORTUNITIES

- [www.saplinghr.com](http://www.saplinghr.com)

A positive onboarding experience is purely dependent upon the planning that goes into the new employees arrival.





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