



## CHECKLIST

# Are You Ready to be an Employer?

### Employer Readiness Checklist

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Have you considered how employing people fits with your business plan and business goals?  |
| <input type="checkbox"/> | Have you confirmed that your business' cash flow can support the costs associated with employing staff?  |
| <input type="checkbox"/> | Have you defined the required roles(s)? Have you considered your overall employment needs from both a short-term and long-term perspective?  |
| <input type="checkbox"/> | If you intend on hiring a number of people, have you determined your organisational structure and documented an organisational chart?  |
| <input type="checkbox"/> | Have you identified what skills and pre-requisite knowledge you expect your target employee(s) to have?  |
| <input type="checkbox"/> | Have you determined whether you will you hire employees as opposed to engaging contractors?  |
| <input type="checkbox"/> | Having decided on employees, have you determined whether you require: <ul style="list-style-type: none"><li>• Full-time staff, or</li><li>• Part-time staff, or</li><li>• Casual staff?</li></ul>                      |
| <input type="checkbox"/> | Have you prepared a job description that accurately defines the responsibilities of the role(s) to be filled?  |
| <input type="checkbox"/> | Have you determined how you will undertake the recruitment process, including the advertising and interviewing processes? Have you considered outsourcing any of this process to a recruitment specialist?             |
| <input type="checkbox"/> | Do you know how to draw up a formal offer of employment and employment contract? If not, have you engaged a specialist to prepare these on your behalf or advise you on how to do these?                               |
| <input type="checkbox"/> | Are you (or other business principals) in a position to train / skill-up / develop and monitor your potential employees, and are there the resources and time to do so?  |
| <input type="checkbox"/> | Have you established (or will you establish) realistic key performance indicators (KPIs) for: <ul style="list-style-type: none"><li>• The initial probationary period</li><li>• Periodic performance reviews</li></ul> |
| <input type="checkbox"/> | Are you familiar with the National Employment Standards (NES) and the administration that comes with being an employer?  |

*This checklist does not necessarily cover all aspects of your role and obligations as an employer as they apply to your individual situation. Please contact your manager or partner at Enspira Financial to discuss.*

**Disclaimer: The information contained in this fact sheet is not intended as specific advice. Please contact Enspira Financial to discuss your individual situation.**

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