

Growing Your Team: Ready to Hire HR Resources



EMPLOYEE CLASSIFICATION

- Employee (form W-4)
 - Company determines and controls the employee's work (job location, work schedule, uniform, etc.)
- Independent contractor (form 1099)
 - Company has limited control over employee's work and does not withhold certain payroll taxes
- Additional resources
 - Understanding Employee vs. Contractor Designation

SOURCING CANDIDATES

- Job Description: tool that serves to identify skills and abilities that are necessary to perform and the environmental pressures that apply to a position
 - Components of a Job Description
 - Example Member Job Description – Viet Nom Nom
- Candidate Sourcing: finding candidates will depend on position type or level, cost to post position, recruitment timeline, etc.
 - Common recruitment sources:
 - ICNC and The Hatchery workforce development service
 - Business website
 - Employee referral
 - Social media sites (Instagram, LinkedIn, Facebook, Twitter)
 - Industry websites
 - Job boards (Indeed, Craigslist, CulinaryAgent)

INTERVIEWING CANDIDATES

- Interviewing: to determine if the candidate is qualified for the position and if the individual would be a good fit for your company
 - Use all communicate methods available to schedule candidate interviews
 - Virtual interviews are very common nowadays
 - Check virtual conference provider functionality
 - Have interview questions prepared
 - Behavioral questions ask candidate to share a specific story that highlights their strengths and skills
 - Situational questions ask candidates specific questions about how they would handle certain circumstances
 - Illegal questions has potential to discriminate against candidates that covered one or more of the protected classes
- Stagiaire (Stage): usually an unpaid test where a cook works briefly to learn and be exposed to new techniques as well as allow their skills to be observes
- Additional resources:
 - Virtual Interview Tips

SELECTION & ONBOARDING

- Selection:
 - Contact selected candidate via phone and email
 - Hiring new staff is one of most important things you will do as a small business owner

- Onboarding:
 - Offer letter: should be provided to all new hires as it officially welcomes them to the organization and spells out the employment agreement
 - Training: a training plan should be created so the new hire will know what is expected of them, who their point of contact is and what defines success
 - Culture acclimation: explore ways your new hire can become part of your organization's culture

- Employee record keeping: personnel records (electronic or paper) must be retained and destroyed according to federal and state compliance

- Additional resources:
 - Offer Letter Template
 - Employee Onboarding Process Checklist
 - Sample Employee Handbook - SHRM
 - Employee Record Keeping