

Hiring Your First Employee

Without Having to Fire Them Two Days Later

Congratulations! You've decided to bring your first employee on-board.
Do these things to set yourself up for success and continued growth.



Guard Your Reputation

This is the first time that your company's reputation is in someone else's hands - make sure to protect it! Think of every interaction you have with customers, from the first phone call to the final walkthrough, and ask yourself what an employee would need to do excel at it.

Consider:

- Integrity
- Reliability
- Attitude
- Capability
- A Professional Look



Do What You Say

It can be hard to find reliable help in the painting industry. But it's important to remember that you must also be reliable if you expect reliability from your employees. Make sure you can meet commitments you make during the hiring process!

Consider:

- Expected Hours
- Expected Pay
- Employee Safety
- Employee Growth
- Compassion



Do Your Paperwork

Once you make your hire, federal and state governments require plenty of paperwork from employers. You'll need to get familiar with plenty of forms, including the SS4, I-9, W-4, and 940. You'll also need to make sure your employees have access to view worker and safety rights posters.

Consider:

- Tax Obligations
- Proof of Citizenship
- Worker Rights Posters
- Insurance(s)
- A Filing Cabinet!

*I have always believed that the way you treat your employees
is the way they treat your customers.*

Sir Richard Branson

