

During the hiring process:

- Write a suitable job description
- Find a suitable candidate
- Interview the candidate
- Offer them a job in writing
- Check their qualifications
- Obtain references
- Conduct right to work checks
- Conduct DBS check



Once you have recruited someone:

- Check if they need to be put into a workplace pension
- Agree a contract and salary
- Tell HMRC about your new employee
- Get Employer's Liability Insurance
- Register for PAYE (if applicable)

