



PRE-EMPLOYMENT CHECKLIST

Although primarily for National System employers, this checklist not only has e-links embedded to external sites (where relevant) but also both RAW experiences and feedback from businesses just like you. Use this to 'tick-off' how you will plan key obligations and simple best practice.

- First things first:** Will hiring someone help solve the issue facing you (not enough time, too much work, expansion plans etc)?
- Industrial Relations System:** Confirm which Industrial relations system covers your business (National or State)
- Type of Employment:** What type of employment will suit the type of work being considered and offer flexibility to the business (e.g. casual, full time or part time etc)
- Award Coverage:** Have the Fair Work Ombudsman (FWO) or Wageline confirm Award coverage for the planned role.
- Pay and Conditions:** Download a FWO Pay Guide and Award Summary or contact Wageline to help you think about terms and conditions
- Payroll System:** Check with your book keeper on how your payroll will be managed.
- Payroll Requirements:** Be aware of your mandatory obligations to undertake Single Touch Payroll.
- Record Keeping:** Familiarise yourself with record keeping requirements (electronic or written)
- HR System:** how will you securely store employee information in accordance with legal requirements and privacy laws?
- Workers Compensation:** Confirm with your broker the Workers Compensation insurance cover required
- Workplace Health and Safety:** Consider the format for an Injury Management system which is a requirement in WA
- Superannuation:** Review Superannuation rules to understand when to pay super (ordinary hours, overtime, casuals, some contractors etc)
- Superannuation for Small Business:** Consider tax advice on whether a super clearing house will be better for your business
- Job Planning:** Prepare a job description for the role. This aids in recruitment, onboarding and future performance management
- Contracts:** Consider the obligations and protections in the contract to be used when hiring the employee
- Advertising the Vacancy:** Where to source candidates (online, networks etc). Advertising mustn't breach discrimination laws
- Onboarding:** Map out onboarding requirements (from 7 days before the person arrives through to the end of probation)

Still need some help?

Contact one of the RAW HR team and we'll happily help you through the information.



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