

Hiring staff for the first time

Hiring staff is hugely satisfying. It allows you to focus on running the business better, plus it creates jobs. Here's what's involved.

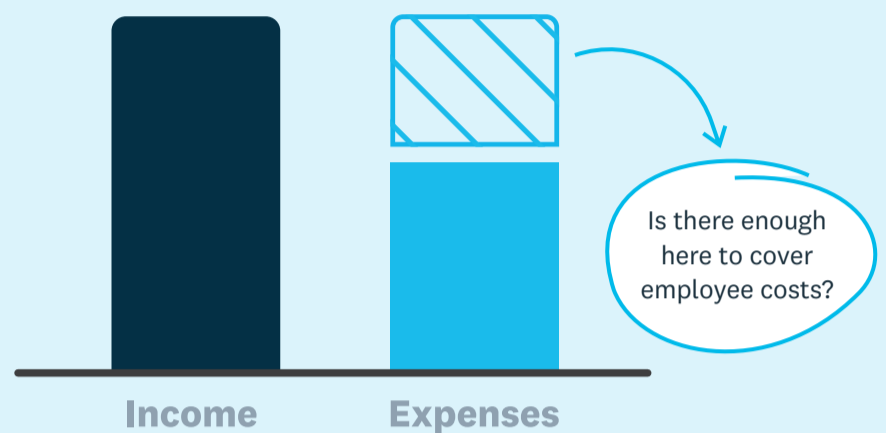
1 Write a job description (JD)

List the daily tasks you need help with, and the skills required to do them. Decide if you need a full or part timer.



2 See if you can afford to hire

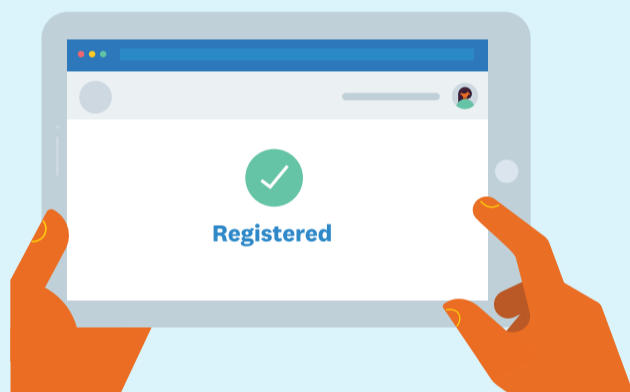
Find out what your employee would cost. Start by asking businesses who've hired staff in similar roles.



* Sites like [PayScale](#) can help estimate wages and salaries.

3 Register as an employer

You need to register with [HMRC](#) before hiring staff and withholding tax from their pay.



* Start the registration process well before your new hire's first day.

4 Recruit the right person

Advertise the job. Check candidates against the JD to select the top 2-4 for an interview. Make an offer to the best fit.



5 Paperwork

Once hired, create a file including the employee's:

- Name
- Next of kin
- Pay
- Tax forms
- Bank account details
- Pension details
- Contact details



6 Pay them

Hiring staff means paying staff (and taking out taxes). Try to avoid mistakes and delays. They stress everyone out.

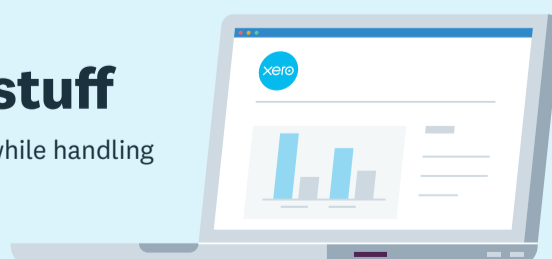
Learn more in [Xero's hiring guide](#)



Automate all the staff stuff

Payroll software can calculate pay and deductions, while handling leave requests, recording time and more.

Do payroll with [Xero](#)



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