

Hiring an employee

Great working relationships start with a great recruitment process that clearly explains the role, working conditions and employment rights. With just a bit of planning, you'll set yourself up right and take your business further in the long-term.

CHECKLIST

- Define the role
- Choose an employee type
- Check your costs with [business.govt.nz's employee cost calculator](#)
- Find the right person
- Make an offer
- Sign the agreement
- Get ready
- Complete any remaining paperwork
- Settle them in

2 Sign the agreement

You must:

- Give the candidate a written employment agreement specific to their employee type with all the agreed conditions
- Provide them with a written role description
- If you're using the 90-day trial period, tell them about it again and write it into the agreement
- Give them enough time to consider the agreement and show it to anyone else they might want to
- Make sure they've signed the agreement before they start work (or travel from overseas to New Zealand).

Remember, if they start work (or start to travel for the job) without an employment agreement being provided, minimum employment standards will apply. See the [business.govt.nz](#) page on creating employment agreements.

1 Make an offer

You must:

- Check the candidate can legally work in New Zealand
- Explain the 90-day trial period, if you're going to use one
- Share information about any unions or collective agreements.

You should:

- Spend time chatting about the role and the conditions you're offering, eg hours and location of the work, salary, training requirements, fringe benefits and holidays.

Remember, a person is an employee once an offer is accepted. This might be through verbal agreement or signing a letter or employment agreement.

3 Get ready

You should:

- Organise anything they need to get going, eg computer, uniform, work tools, company policies, safety equipment, security pass and email
- Plan out their first day and an induction process
- Add them to any insurance policies you might have.

Remember, new employees will be more comfortable if you're fully prepared for them. Being prepared will also speed up their settling-in time and get them contributing to your business faster. If this is your first employee, you'll need to register as an employer with Inland Revenue (IR334).

4 Complete any remaining paperwork

You must:

- Sign them up for KiwiSaver (KS1), if they're eligible
- Have them complete a Tax code declaration (IR330)
- Give them any relevant union forms within their first 10 days, then return forms to the union unless your employee objects
- Work out their pay and payroll.

Remember, [Business.govt.nz's](#) page on how to set up a new employee guides you through this process.

5 Settle them in

You must:

- Explain your workplace's health and safety procedures.

You should:

- Show your employee how your systems and processes work
- Introduce them to any other workers you might have
- Get their emergency contact details, and give them yours.

Remember, the more effort you put into getting the right employee, settling them in to the role, and getting them up to speed with their work, the better it'll be for you, your staff and your business.