



**SCALEOCITY
WORKS**

The 18 Questions To Ask and Answer Before Making Your First Hire

Entrepreneur to Employer

**Your Workbook and Guide to Making Your First Hire a
Success!**

www.scaleocityworks.com

About the Author

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Entrepreneur to Employer Coaching Community



After a long corporate career, a million airline miles and a working with and leading hundreds of employees, I realized that in order to make my WHY the most impactful, I needed to start the Entrepreneur to Employer Community.

My WHY is very straight forward - to help employers build better work environments. Realizing that in order to do that, I needed to create a coaching and education community in order to impact more organizations.

So here we are. Your business is taking off and you're thinking about hiring. I look forward to helping you with the exciting journey of creating the best work environment possible and making sure that Mondays don't suck!



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Lets Talk About....

Understanding the Decisions To Be Made Well Before Hiring

Hiring your first employee is a HUGE decision. Once you make that first hire, your responsibilities as a business owner change.

How do they change?

Ask yourself the following questions to make sure that you are ready for the responsibility of being an employer.



Ask Yourself...

#1

Are you happier working as a freelancer? Many entrepreneurs make the decision to build a business that is a solo venture. Becoming an employer means you accept the responsibility of leadership, coaching, and creating a culture that is not toxic. Are you ready for that? Jot down your thoughts on the next page!

#2

Why should someone work for you? In today's world, employees look for opportunities that bring more than just a competitive compensation package. They need to believe in your WHY and values.

#3

Are you prepared to make the hard decisions required of employers? Let's face it; not every employee works out the way we hope. If you've done everything possible to drive their success, are you prepared to manage the situation and handle the termination process?

Jot Down Your Thoughts...

Why do you want to become an employer?

List the reasons why you are ready to become an employer?.

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Why should someone work for you?

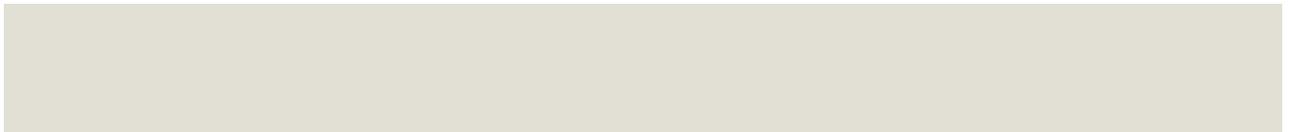
List your WHY and the values that drive your WHY.

Five horizontal beige bars stacked vertically, intended for writing answers to the question above.

Jot Down Your Thoughts...

Are you willing to handle the challenging part of being an employer, such as terminating an employee?

Dig deep on this question – firing an employee never easy, regardless of the circumstances.





Lets Talk About....

Structuring the First Hire

Once you've firmly committed to the decision to make your first hire, there begins the process of how you will structure the process and the opportunity.



Ask Yourself...

#4

What are the top 3 Reasons you have decided to hire your first employee? This is where you evaluate what has happened in your business that is creating this opportunity?

#5

What is the scope of the position that you are creating? Have you listed out all of the expectations, duties, and requirements of the role? Hot Tip - We do this before creating the job title!

#6

Have you researched fair market compensation for the role that you wish to create and what, if any, benefits do you want to offer? Equally as important, have you looked at how the compensation package will impact your financials? In other words, can you afford to hire?



Ask Yourself...

#7

Will you classify your first employee as an hourly employee or salary exempt? Many people believe they can classify employees as salary exempt in order to eliminate overtime. There is a minimum salary requirement and secondary test for the exempt status, so proceed with caution!

#8

Have you mapped out your recruitment process? This includes creating a buyer persona and identifying where you will be able to find candidates. Hot Tip - Referrals are always a great way to find team members!

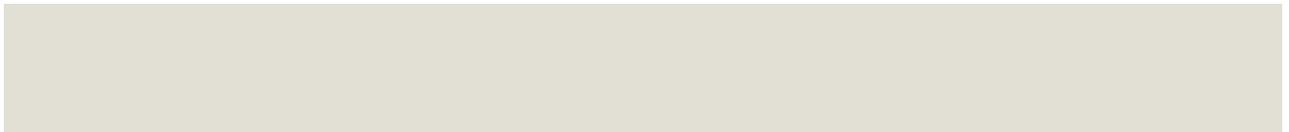
#9

What will the hiring process itself look like? One interview or two? Will you require a background check, hiring assessments or other components to the process other than interviews?

Jot Down Your Thoughts...

What are the top 3 Reasons you have decided to hire your first employee?

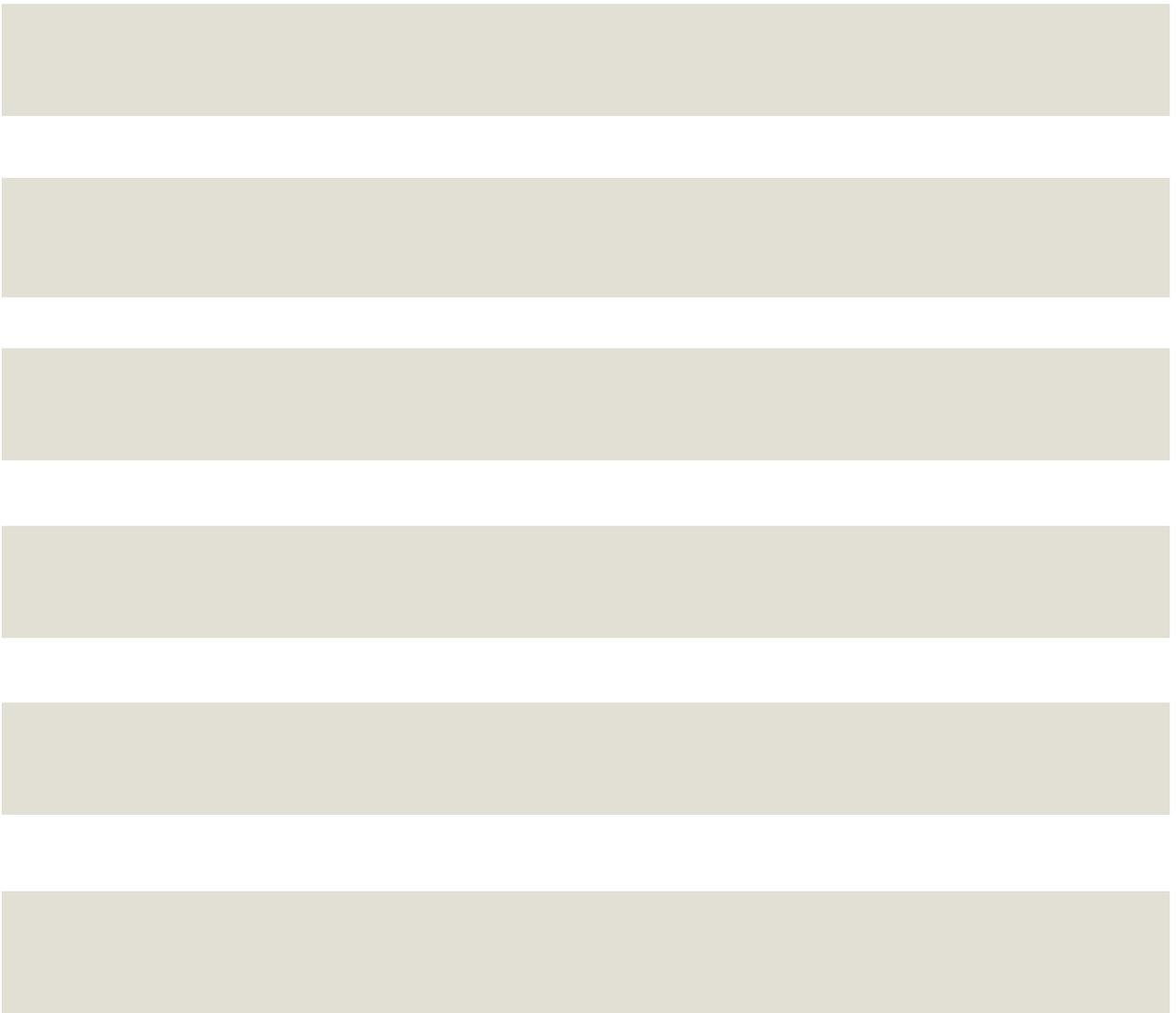
List Your Top 3 Reasons Why Hiring Your First Employee is a Smart Business Decision.



Jot Down Your Thoughts...

What is the scope of the position you wish to fill?

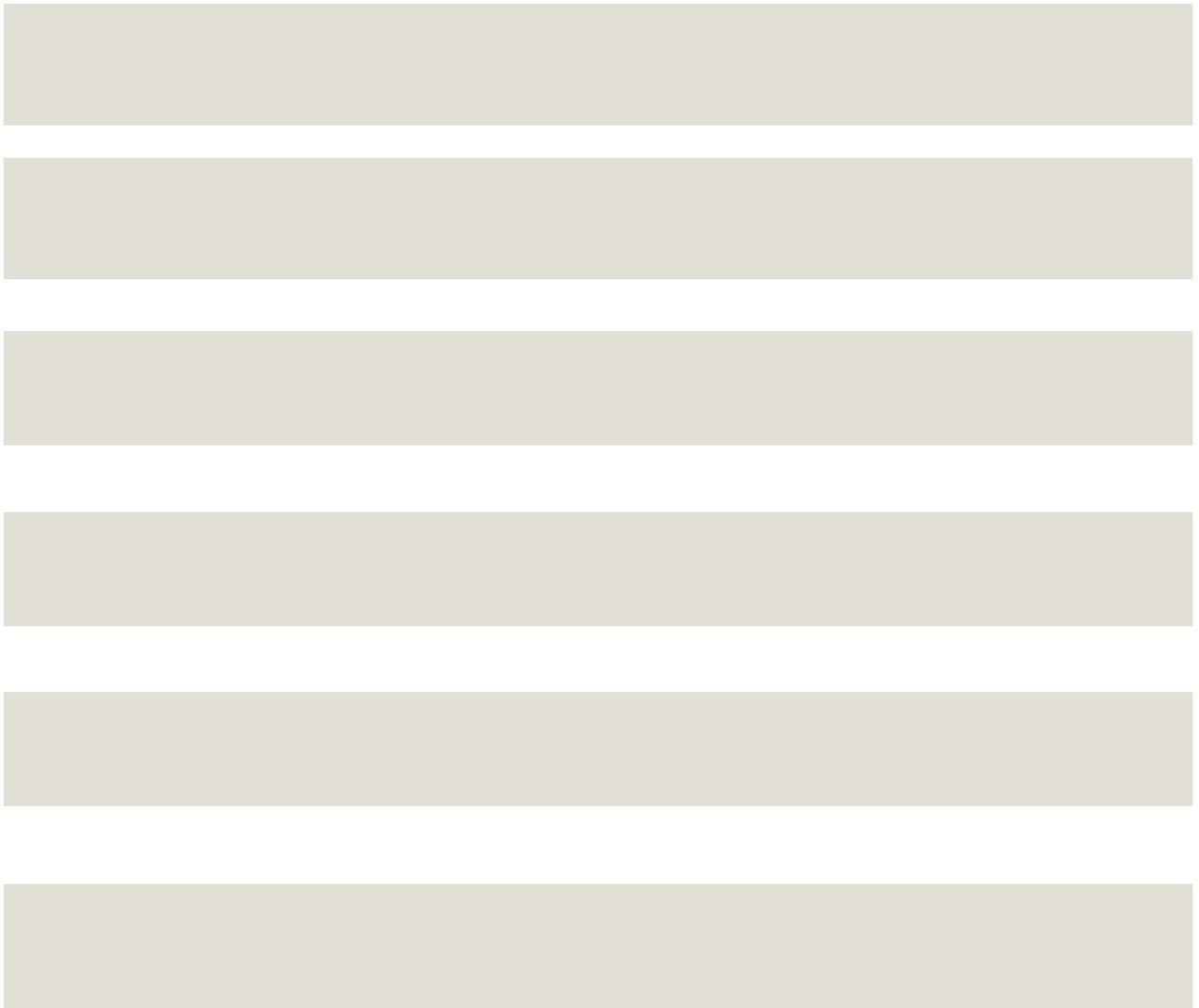
Bullet point the list of duties and expectations required for the position. Identify the top 5 hard skills that are required for success?

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Jot Down Your Thoughts...

What is fair market compensation for the role? Do you want to offer any benefits? Can your business afford this investment?

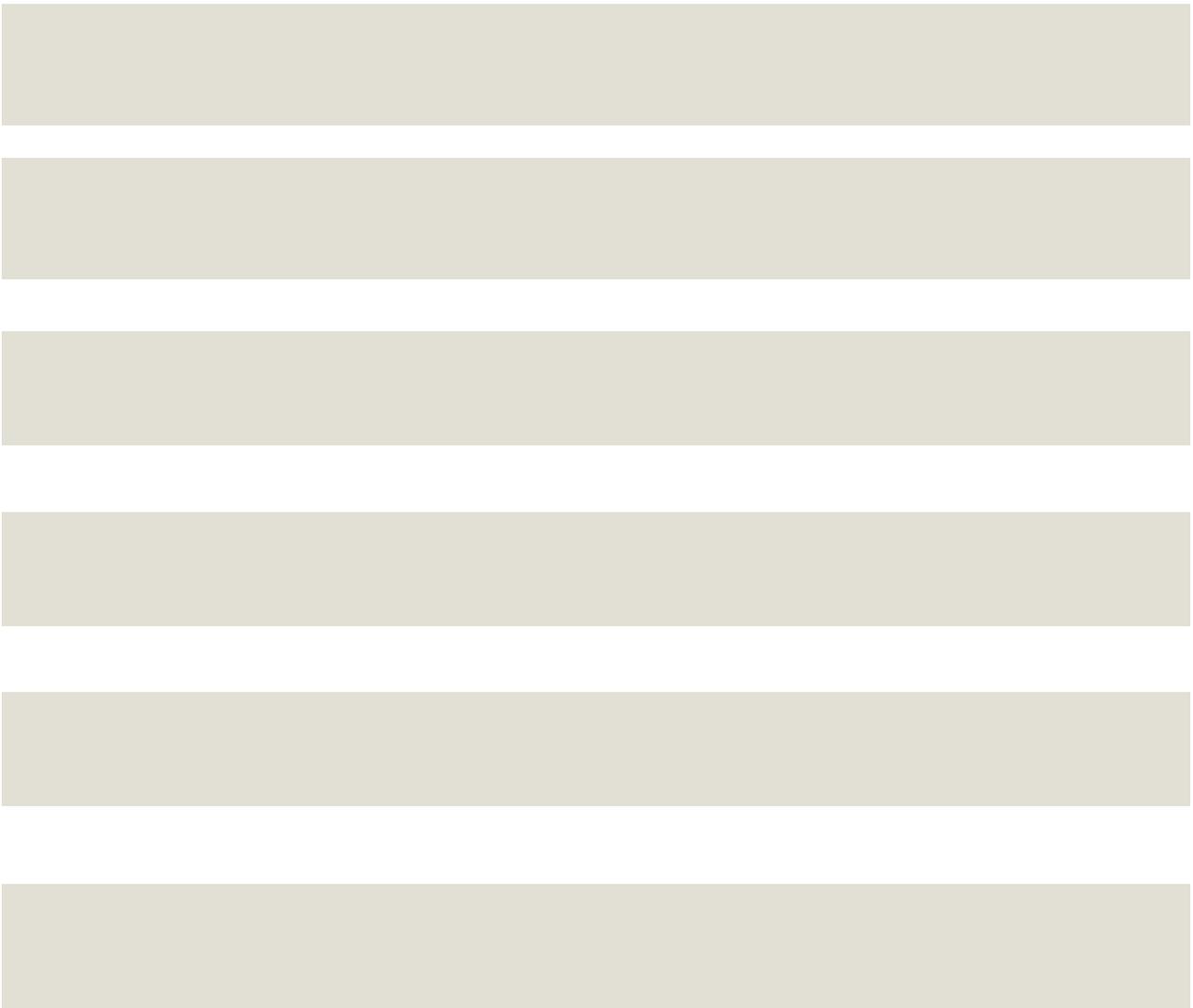
List out your budget for the position, and any benefits you'd like to offer immediately and over time, and review your financial budgets!

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Jot Down Your Thoughts...

Will this first employee be an hourly employee or salary exempt?

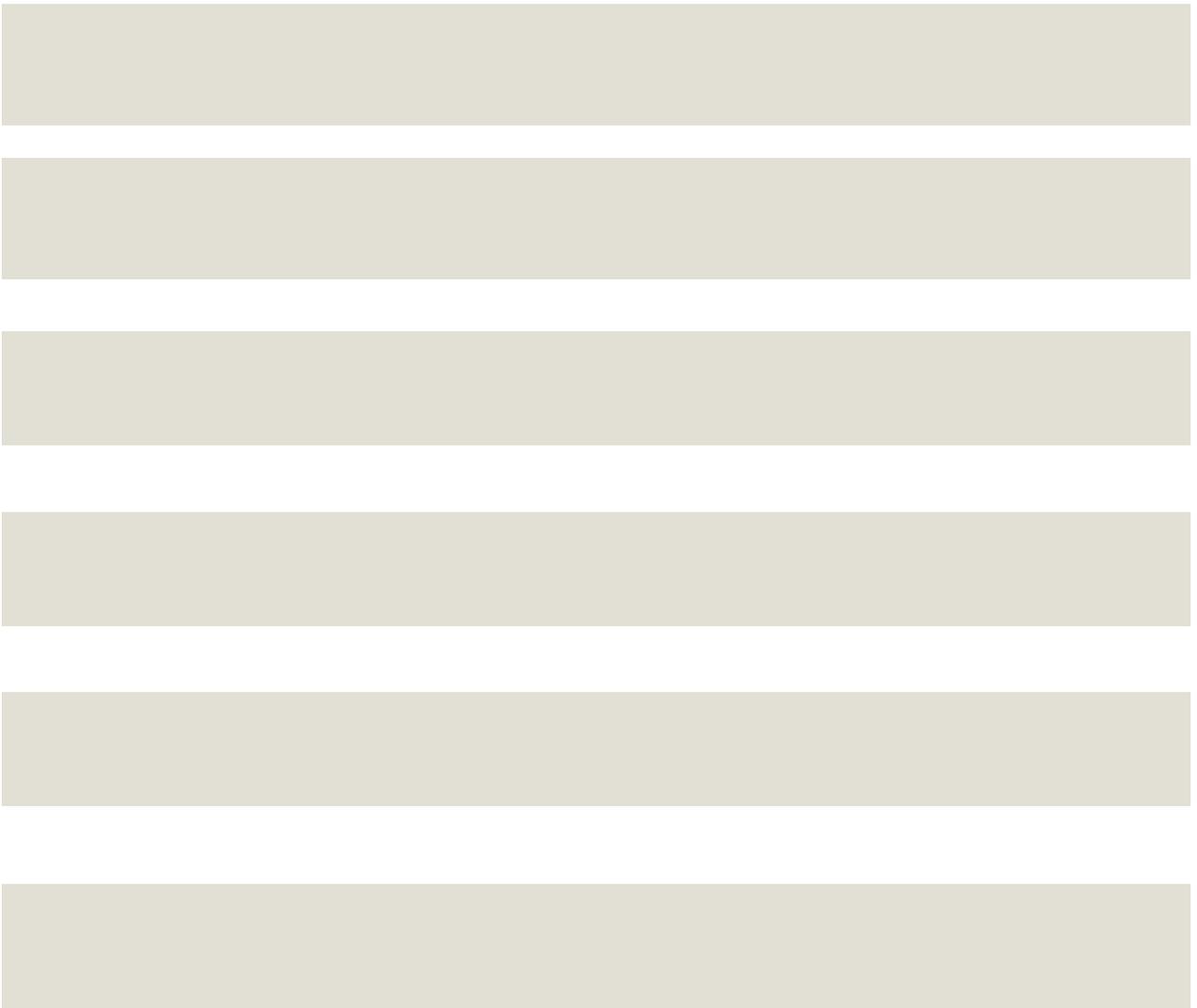
Define your business logic on having your first employee be either hourly or salary?

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Jot Down Your Thoughts...

What will your recruitment process look like?

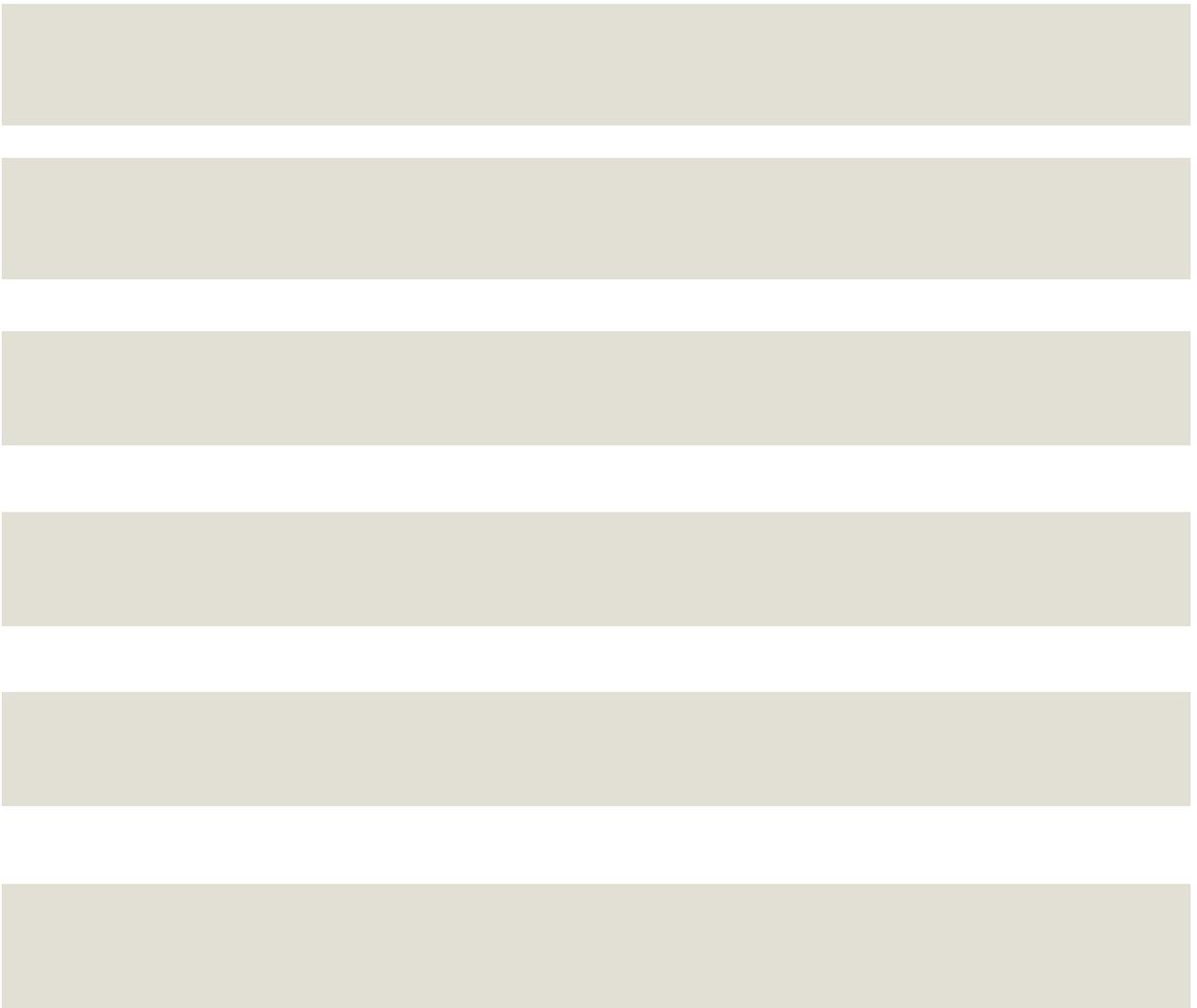
List the order of how you envision the recruitment process will flow from start to finish.

The form consists of seven horizontal, light beige rectangular bars stacked vertically, providing space for the user to list the steps of their recruitment process. Each bar is approximately 60 pixels high and spans the width of the page.

Jot Down Your Thoughts...

What will the actual hiring process look like?

Will you require multiple interviews, hiring assessments, background checks or drug screens?

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Lets Talk About....

Creating Success for the First Hire and Beyond

As an employer, you are responsible for creating a culture of success. Let's get you headed down the right path?



Ask Yourself...

#10

How will you handle the on-boarding process and the initial job training? Have you defined the on-boarding process?

#11

How do you plan to lead and coach your first hire?

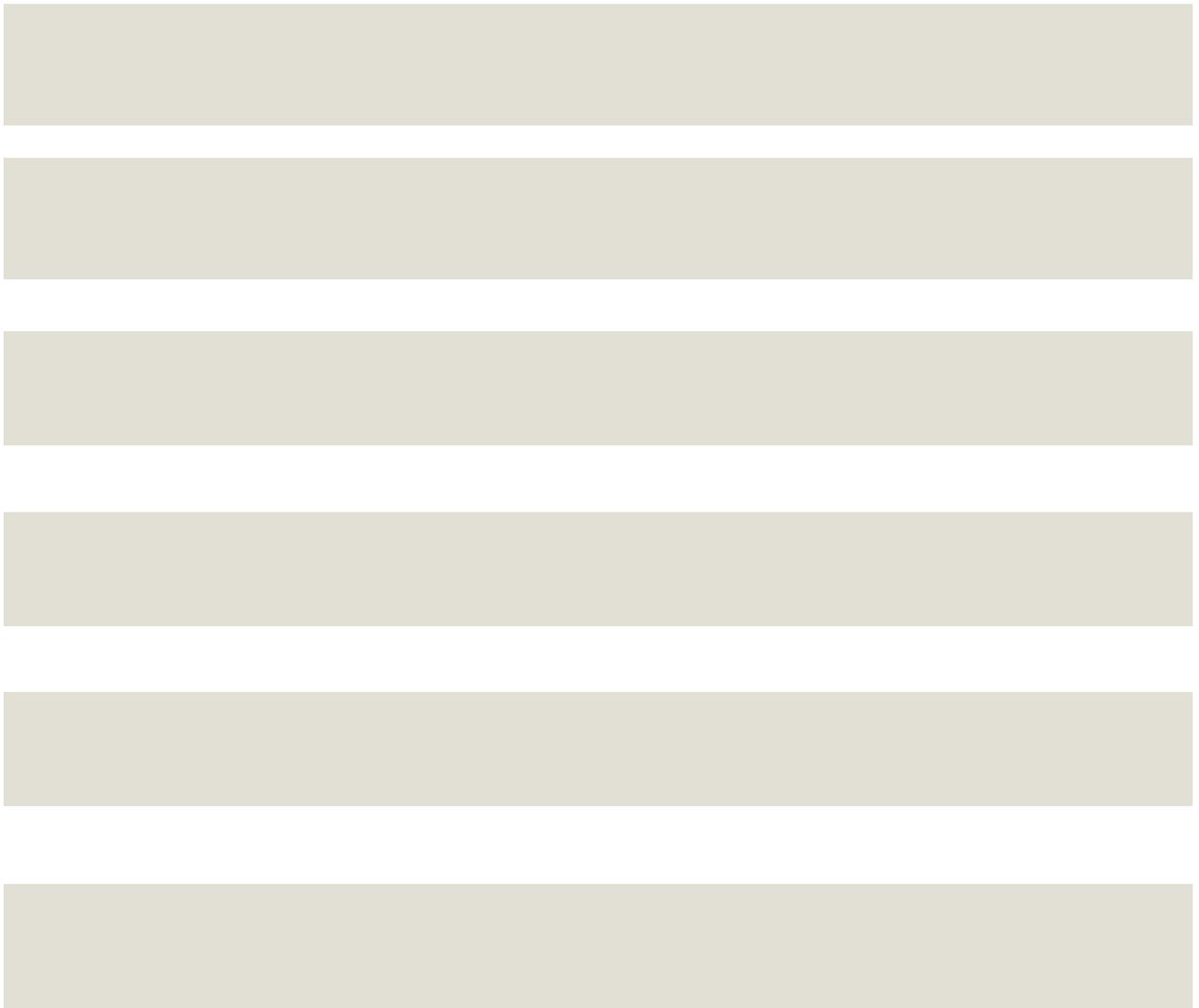
#12

What type of culture are you prepared to set for the organization? Can you clearly communicate your WHY, your vision and your values?

Jot Down Your Thoughts...

How will you handle the on-boarding process and initial training?

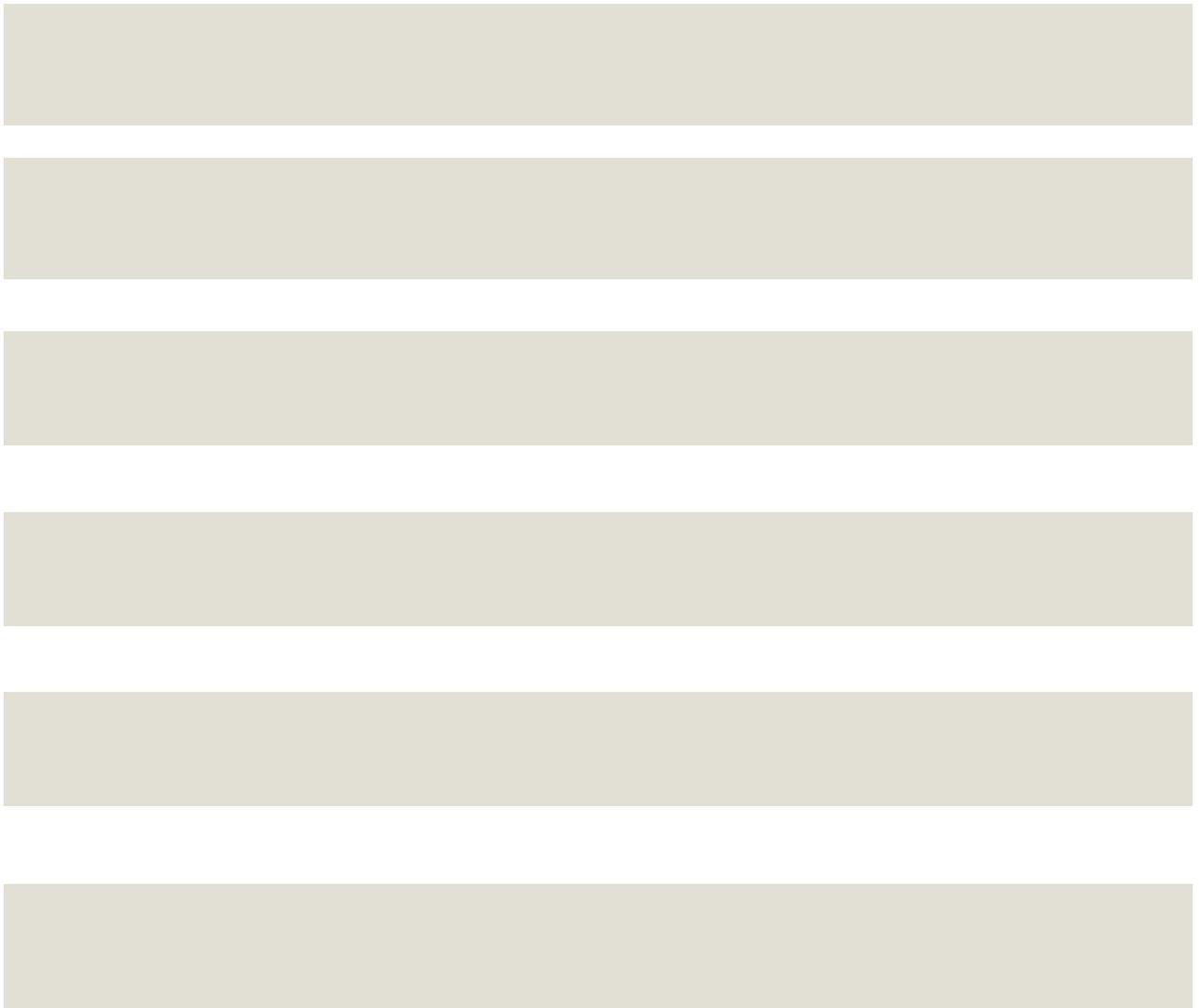
Will you on-board in person or remote? What is the training path for the first two to three weeks?

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Jot Down Your Thoughts...

How will you lead and coach your first hire?

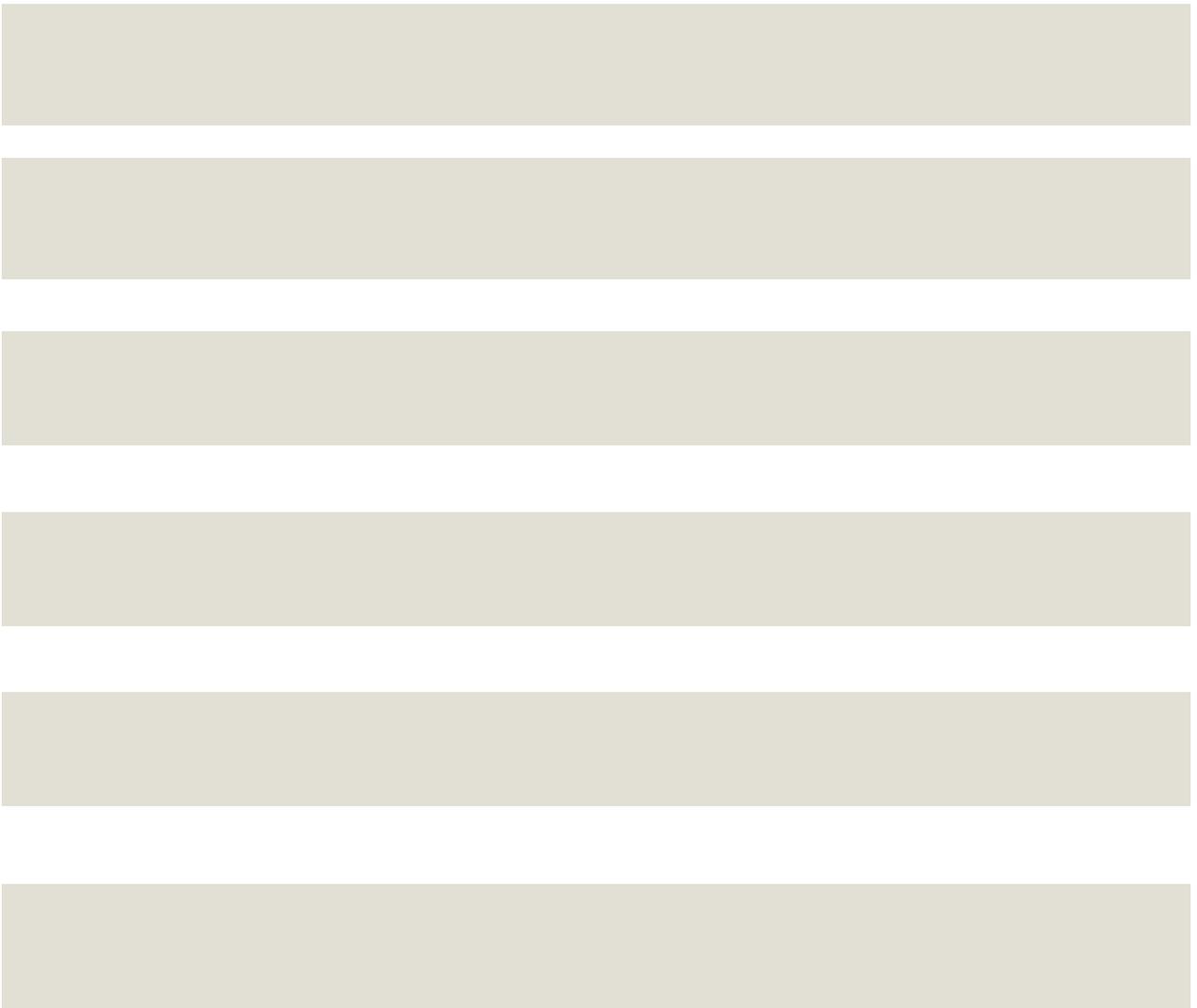
List out how you plan to structure the workflow, provide feedback and avoid micro-managing!

The form consists of seven horizontal, light beige rectangular bars stacked vertically, providing space for the user to write their thoughts on leading and coaching their first hire.

Jot Down Your Thoughts...

What type of culture do you want to establish?

Nobody wants to work somewhere where Monday's suck! A healthy and vibrant culture does drive results. What culture do you want to create?

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Lets Talk About....

Documents and More!

Establishing your People Operations requires both tactical and strategic aspects of HR. Ensure that before you make that first hire, you establish a foundation of documents to make sure you start off on the right foot!



Ask Yourself...

#13

Do I have a complete new hire packet ready to go?

#14

What policies and procedures do I need to create? Example policies would be vacation policies, travel and per diem policies, social media policies...

#15

How will you track time & attendance? How will you process payroll?



Ask Yourself...

#16

Are you up to speed on your local, state and federal labor and employment laws?

#17

How will you store the personnel records to ensure compliance?

#18

How will you create the first version of your employee handbook?

Jot Down Your Thoughts...

Do you have a complete new hire packet ready to go?

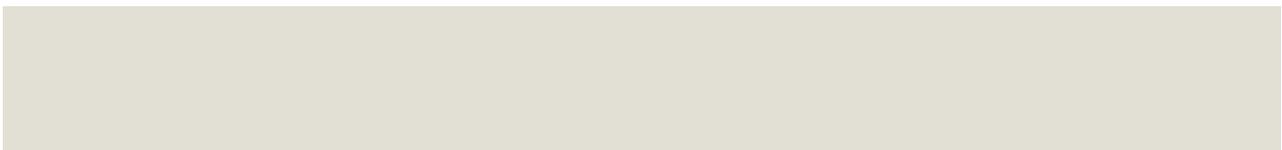
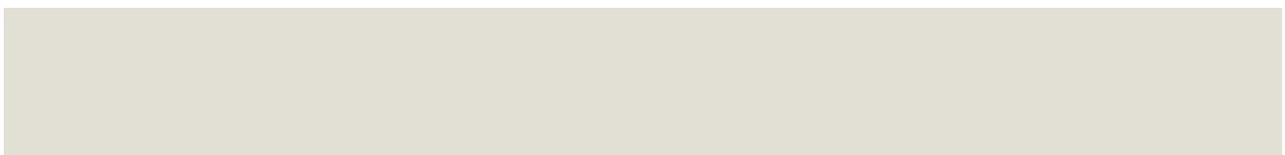
This is a simple yes or no question. If you don't have a new hire packet, we can help you with this packet when you join the Entrepreneur to Employer Coaching Community.



Are you current on local, state, and federal labor and employment laws?

You won't be able to possibly know all of the rules, but you should understand basic wage and hour laws.

Hot tip - HR is a key area to outsource. Working with an HR Pro can help advise you along the way!



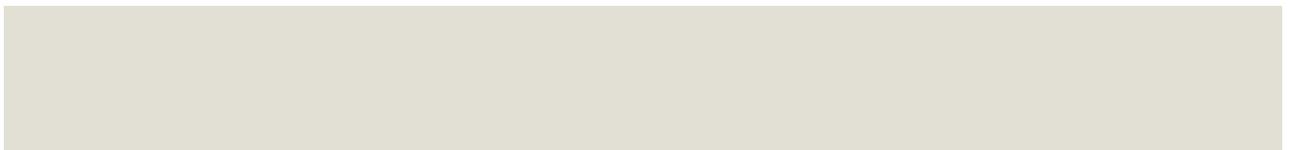
Jot Down Your Thoughts...

How will I track time and attendance? How will I process payroll?

Will you utilize a cloud-based time and attendance or paper timesheets (which we never recommend!). Will you process payroll internally or outsource the process?



What policies do I need to create?



Jot Down Your Thoughts...

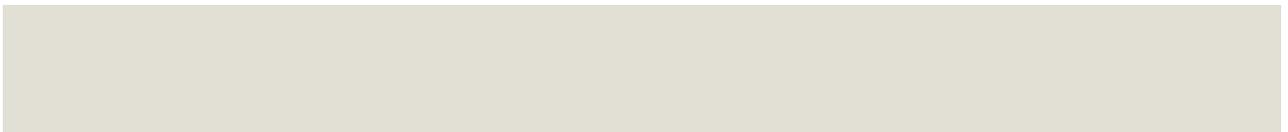
How will I store personnel records to ensure compliance?

Personnel records must be stored in a very specific manner to ensure compliance. Will you store the files in an analog format or cloud environment?



How will I create my first employee handbook?

An employee handbook is good for both the employer and the employee. It creates a roadmap of expectations for not only the employee but also for the employer. Joining the Entrepreneur to Employer Coaching Community will give you access to a handbook template and our coaching to help you create your first handbook.





*Great Job!
Now Go Make
That First Hire!*

Entrepreneur to Employer



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