

## eCourse Outline

### Human Resources: The Employee Lifecycle for Small Businesses, Part 1

- 1. Prepare to hire your first employee**
  - a. Assess your readiness
  - b. Define your needs
  - c. Understand the legal requirements
  - d. Define role and target pay range
  - e. Draft the job description
  - f. Market the position (and your company)
- 2. Recruit and Interview**
  - a. Post your job opening
  - b. Prepare for the interview process
  - c. Interview the candidates
    - i. Establish the process
    - ii. Finalize your choice
- 3. Hiring and onboarding your first employee**
  - a. Document terms of employment
  - b. Write the offer letter
  - c. Record changes (if any) in writing
  - d. Collect important information
  - e. Onboard / welcome your new employee
  - f. Create a first week plan
  - g. Define success for your employee
- 4. Develop employees**
- 5. Manage change**