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**