



totally management ltd

your business is **our** business

Employing Staff

Are you a pre-start, a new business or an established business? Do you have employees or volunteers or are you thinking of taking on employees or volunteers and need to know issues around recruitment and your duty as an employer?

Attend this training delivered by a solicitor and you will find out:

- **Issues to consider before recruiting staff, including hours, employee or self-employed, minimum wage, disability adjustments and PAYE**
- Drawing up person specification and job description
- **Employees and volunteers. What are your duties?**
- The recruitment process - Where to find staff, the selection process, making the job offer, carrying out checks
- **Written Statements and Contracts of Employment**
- Induction
- **Insurance – Employers’ Liability Insurance and other insurance**
- Keeping records and the Data Protection Act - what information can you obtain, hold and disclose about the employee? What information is the employee entitled to see and expect?
- **References – Your duty and liability**
- Where to get further help