

HR Action Points for Start Ups

Ten HR related tips to think about when establishing a new business



1. **Employment Contract.** Ensure that the contracts are not only legally compliant but also that they maximise the chance to protect the company.
2. **Pre-employment screening.** Perform thorough checks on all new employees to minimise your risk (even if you have known them for years).
3. **Employee Handbook.** This will summarise all of your policies and procedures in one place, as well as helping to set the culture of your business.
4. **Right to work in the UK.** Ensure you comply with the right to work legislation for all employees even if they are UK/European nationals.
5. **Employee Benefits.** Set your employee benefits at an affordable level. You can always add to them later but removing them is less popular.
6. **Third party suppliers.** Source them through trusted advisors or contacts in the market.
7. **Hiring.** How will you hire your employees? Think about the process of hiring as setting the tone for the employment relationship.
8. **Onboarding.** Make a plan for the first 5/10/30/90 days for all new employees, prioritising everything that will make them more effective more quickly.
9. **Objectives.** Does the company have clear objectives? Do all employees know what they are and how the objectives relate to their own objectives?
10. **Compensation.** Ensure that your compensation plans fit the objectives of your company, the owners and investors right from the start.

FeMan Consulting can help with HR for your new business. Contact Mike Clyne on +44 (0)1732 832000 or email mike@femanconsulting.co.uk for an introductory call.

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