

EMPLOYING SOMEONE

If your trade grows successfully, there will come a point when you need more help – you might be able to engage someone from family or find someone looking for work experience who will work for no pay for an agreed period. Volunteers or paid staff and men or women should be treated just the same



What will you do to find more help	Yes I will do this	I may do this	I am not sure	I will not need to do this
Find out if you need to formally register your trading business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Find <input type="checkbox"/> Will you make a written 'Job Description' <input type="checkbox"/> friends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work out how many hours help you need	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work out how much you will pay per day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Make a written 'Job Description'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will you advertise the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will you consider women and men equally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will you interview applicants and carefully choose the best one	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will you ask applicants previous employers about them and the work they have done	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will you ask details about their health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will you provide a letter or contract detailing wages, hours, and 'quitting' process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will you provide training and review progress with employee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DISCUSS WITH GROUP