Make sure you are set up legally to hire employees (Chapters 7 & 8 of Getting Started In Your Cleaning Business: Step-By-Step)

Decide if you will do payroll in-house or will hire a service to do it for you.

**THE LEGAL STUFF**

Watch the Roadmap to Hiring Success Webinar

Determine your needs and write job descriptions

Determine your pay scale

**BEFORE YOU START RECRUITING**

Watch the webinar: Pro Recruiting Tips for Finding Good Employees Faster

You want outstanding employees so write an outstanding ad! (see pages 9 – 13)

Get the word out (see pages 2 – 8).

Tell your best employees, post on job sites and social media, tell friends, family, colleagues and networking buddies.

**RECRUITING EMPLOYEES**

Email and phone screening first. Invite viable candidates to an in-person interview.

Consider “Open Hours” interviewing and nights and weekends interview blocks.

In-person interviews – ask the right questions and use a rating tool to consistently rate each candidate.

Check references and make your offer.

**INTERVIEW CANDIDATES**

Hiring success doesn't end with hiring the right people. If you fail at onboarding and training, you'll lose your best people.

Watch the webinar: Effective Onboarding for Cleaning Companies

Use the 4 "C's" of Onboarding (Culture, Clarification, Compliance, Connection)

Use the right Onboarding Checklist

Follow up with the right questions at 30-60-90 days

**ONBOARDING NEW EMPLOYEES**