



# Hiring Your First Office Assistant

Hiring Guide & Checklist

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Gazelle should be your first “office assistant”. It is also the **cheapest office assistant you will ever hire.**

But eventually you need a real human to do the things only real humans can do. When this time comes Gazelle will help your employee(s) be more efficient. It will single handedly save you a lot of time and money.

## Steps to hiring an office assistant

1. Hire the right person
2. Set them up for success
3. Install guard rails

## Avoid failure

The worst thing you can do is start the interview process today, hire the wrong person, pay them too much, and repeat the process 8 weeks after they quit.

## Am I ready to hire?

- Do I have money to spare?**
  - I am \_\_\_\_\_ % profitable over the past \_\_\_\_\_ years.
  - I have their first 1-3 months salary saved in the bank. (The more the better.)
  - I have \$\_\_\_\_\_ in the bank to pay me for training them
  - I will be raising my pay \$\_\_\_\_\_ / year to spend \_\_\_\_\_ hrs / year managing this employee.
  - I will be raising rates \$\_\_\_\_\_ / tuning to compensate for this added cost.
    - I have watched the Gazelle School of Business Pricing Webinar

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**Do I have time to spare?**

- I have 40 hrs to allocate over the next \_\_\_\_ weeks to get ready
  - I have talked to my accountant and/or researched all the new hire forms / monthly payroll forms, and taxes involved
    - US tax forms
      - I9 - eligibility to work
      - 1099 - independent contractor forms
      - W4 - wage withholding
      - W2 - annual wage reporting form
      - 940/941 - quarterly wage reporting forms
      - State wage reporting forms
    - International Tax Forms
      - [Canada](#)
      - [UK](#)
      - Eurozone - consult your member state's tax agency.
      - [Australia](#)
      - Other - consult your government's payroll tax agency.
- I have +3 hrs a day available for training during the first two weeks.
- I have +2 hrs a day for training during weeks 2-5.
- I have +1 hr a day for training during weeks 6-12.
- I have +30 minutes a day for general communication during month 3-6.
- I am prepared for it to take ~6 months before my employee will be fully self-sufficient.

**Do you have a plan?**

- I have their job description written down.
- I have time estimates for each item based on my average time spent doing each task.
- I have 3 success metrics predetermined:
  - #1: \_\_\_\_\_
  - #2: \_\_\_\_\_
  - #3: \_\_\_\_\_

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**Needs assessment (check all that apply)**

- I want an office assistant to save me time.
- I want a sales staff to grow my revenue.
- I need help getting this role organized.

*\* Hire different people for each of the roles above to get the best results. If you are lucky enough to find someone who can fill 2 of the roles and do both of them well, pay them a healthy wage to keep them around!*

**Install guard rails**

- I expect to hire someone by \_\_\_\_\_ date.
- 4 week review is scheduled for \_\_\_\_\_ date
- 6 Week review is scheduled for \_\_\_\_\_ date
- 3 month review is scheduled for \_\_\_\_\_ date
- 6 month review is scheduled for \_\_\_\_\_ date
- Annual review is scheduled for \_\_\_\_\_ date
- I will adjust these dates immediately after I hire them.

**My revenue targets are:**

- My revenue target by \_\_\_\_\_ date is \_\_\_\_\_
- My revenue target by \_\_\_\_\_ date is \_\_\_\_\_
- My revenue target by \_\_\_\_\_ date is \_\_\_\_\_
- My revenue floor is \_\_\_\_\_. If my average 3 month revenue ever dips below this amount I need to terminate my office staff.

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## Wage Cheat Sheet

<b>Employee</b> <i>This is what an hourly wage feels like to a full-time employee.</i>	<b>Business</b> <i>This is what it feels like to your business' checking account after you add payroll taxes, basic benefits, and management costs.</i>
\$12/hr - \$25,000/yr	\$16/hr - \$35,000/yr
\$15/hr - \$31,000/yr	\$21/hr - \$44,000/yr
\$20/hr - \$41,000/yr	\$27/hr - \$58,000/yr