



CHECKLIST: HIRING STAFF FOR THE FIRST TIME

You are about to hire staff for the first time. Before you can hire a new employee, you need to sort out a few things.

With this checklist, you tick off the most important things to make sure that you and your new colleague will soon be working under the right working conditions. And that you comply with all regulations. From registering yourself as an employer with the Netherlands Tax Administration, to paying your first payslip.

1. Calculate your employee expenses

Staff costs you more than just the salary.

Research what a new employee will cost and benefit you. And whether you are eligible for subsidies and schemes for your staff costs.

Choose an employment contract that suits your business and your (financial) situation.

Check whether your business is covered by a collective labour agreement (CAO). Among other things, this will affect the employment contract you and your employee sign.

2. Register as an employer

Are you hiring staff for the first time? If so, you must register as an employer with the Netherlands Tax Administration.

Does the number of employees in your business change? Then you must report the change to KVK at least once a year; in any case on 30 April.

3. Recruit staff

Decide what salary you want to offer. If you are not covered by a collective labour agreement (CAO), stick to at least the legal minimum hourly wage.

Find out which terms of employment are mandatory, and what you can offer in terms of additional conditions, such as an allowance for sustainability.

Compare the pros and cons of a permanent contract and the pros and cons of a temporary contract.

Find out about pension plan options.

Create a job description for your vacancy in six steps.

Draft a job vacancy that makes you stand out.

Adhere to the rules on equal treatment of candidates when looking for a new colleague.

A diversity policy also helps you find staff.

Check out some (un)ordinary ways to recruit staff.

Conduct an effective job interview.

Found a suitable candidate? Then check their identity. You will also need this data for your personnel records.

Lay down the agreements you make with your new employee in an employment contract.

In an employee handbook, you list all the practical information and agreements that are important in your business. It is not compulsory, but it is useful.

4. Set up your personnel administration

Create a personnel file for your new employee.

Arrange your personnel administration yourself or outsource it.

Build your payroll.

Take extra measures to protect your staff's data.

Have your employee fill in the details for payroll taxes (in Dutch).

Complete a payroll statement (in Dutch) for your employee for wage tax/national insurance contributions and employee insurance contributions.

Later, make sure you have all the information for your employee's [payslip](#).
Pay [employee and national insurance](#) contributions to the Netherlands Tax Administration.
Don't miss anything? Then read all about setting up your payroll in the [Payroll Tax Handbook](#) (in Dutch).

5. Arrange good working conditions for your staff

As an employer, you are obliged to ensure a safe and healthy workplace for your staff.

Map your business's occupational risks with a [risk inventory and evaluation \(RI&E\)](#).

Create a [health and safety policy](#) setting out what you do to ensure your employees work safely and healthily.

Will your employee also work from home? If so, follow the [Working Conditions Act when working from home](#).

You are obliged to have a [psychosocial workload \(PSA\) policy](#). This helps you prevent and limit (health) complaints among your employees, such as stress.

Lay down in an [absenteeism protocol](#) how you deal with staff on sick leave.

Check whether your employee has [health insurance](#). If they do not, make sure they take it out.

6. Engage and retain staff

Use these [good employment](#) tips that will keep your staff happy, healthy and productive. From social and green working conditions to personal perks.

Your changing role

When you take on staff, your role as an entrepreneur changes. In the email series 'Your changing role in a growing business' you will discover how to deal with it. [Sign up for the free e-mail series](#) (only available in Dutch).

Any questions?
[KVK.nl/en/staff/](https://kvk.nl/en/staff/)

