



**SECTION 15: MANAGING EMPLOYEES**

1. (Session 15): Describe the services to be provided by your Payroll Service Provider and identify the provider.

2. (Session 15): Include copies of job descriptions for all employees you intend to hire.

3. (Session 15): Include a copy of the job application form and screening procedures you intend to use.

4. (Session 15): Provide a copy of your intended benefits package.



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5. (Session 15): Provide a copy of your employee handbook.

6. (Session 15): Outline your initial and ongoing training programs for employees.

7. (Session 15): Identify the labor attorney who will be advising you on employee matters.