Hiring workers

Fast facts

Before hiring employees, consider the following.

- Do you have the budget, equipment, systems, processes in place for your employees?
- What type of work do you want them to do?
- Is it a permanent, fixed- term, casual, or contract job?
- What is the hourly rate, how many hours of work is required a day?

Find information, processes and templates on hiring and recruiting workers from resources such as fairwork.gov.au and business.gov.au.

As an employer, you have legal obligations to ensure that you only employ people who can legally work in Australia.

Before hiring workers, you should determine whether they are employees or contractors. It is important to get this right as it will change the obligations for you and for the worker.

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