

Start, Run & Grow Your Business

This work is licensed under a [Creative Commons Attribution 3.0 Unported License](#).

Building Your Team

The PowerPoint slide decks provided to instructors as part of the [Start, Run & Grow Your Business curriculum](#), created by [Tim Berry](#), are licensed under a [Creative Commons Attribution 3.0 Unported License](#).

This license gives instructors the right to share, remix and make commercial use of the PowerPoint slide decks, with proper attribution to Tim Berry, the curriculum author.

Start, Run & Grow Your Business course.bplans.com

Teams vs. Loners



Image by Matt McGee via Flickr

Match the Puzzle Pieces

- Sales & marketing
- Counting & admin
- Management
- Professionals




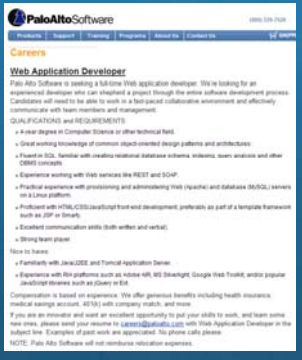
Image by unknown user via Flickr

Professionals on the Team



Define Your Staffing Needs

- Job Analysis
- Job Description
- Ads and such



Recruiting Employees

- Online options (Monster, etc.)
- Use your network
- School placement
- Industry publications
- Twitter, etc.
- Employment agency

Pre-Screening Candidates

- First gateway (resumes, etc.)
- Interviewing applicants
- Off limits
- Checking references

Estimate Monthly Payroll

	Jan	Dec	2006	2007	2008
Manager	\$5,000	\$5,000	\$60,000	\$65,000	\$70,000
Hostess	\$3,500	\$3,500	\$42,000	\$45,000	\$50,000
Chef	\$4,500	\$4,500	\$54,000	\$60,000	\$65,000
Cleaning	\$2,500	\$2,500	\$30,000	\$35,000	\$40,000
Waiters	\$6,000	\$6,000	\$72,000	\$100,000	\$130,000
Other	\$2,000	\$2,000	\$24,000	\$52,000	\$55,000
Total Payroll	\$23,500	\$23,500	\$282,000	\$357,000	\$410,000

A Finished Personnel Plan

	Jan	Feb	Mar	Apr	Oct	Nov	Dec	2006	2007	2008
Manager	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$60,000	\$65,000	\$70,000
Hostess	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$42,000	\$45,000	\$50,000
Chef	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$54,000	\$60,000	\$65,000
Cleaning	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$30,000	\$35,000	\$40,000
Waiters	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$72,000	\$100,000	\$130,000
Other	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$24,000	\$52,000	\$55,000
Total Payroll	\$23,500	\$23,500	\$23,500	\$23,500	\$23,500	\$23,500	\$23,500	\$282,000	\$357,000	\$410,000

Include Yourself in Payroll

- Credibility
- Cash flow
- Reality



After the Hire



Alternatives to Full-Time Employees

Instructions for Form 1099-MISC

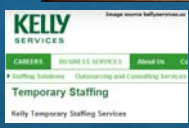
Section references are to the Internal Revenue Code unless otherwise noted.

Reminder
In addition to these specific instructions, you should also use the 2016 General Instructions for Forms 1099, 1042, and 1042-B. These general instructions include information about the following topics:

- Electronic filing
- Correcting or amending requirements
- Penalties
- Other uses for Form 1099-MISC
- Other IRS web site notices
- Disclaimers to recipients
- Other general notices

You can get the general instructions for the 1099 series at www.irs.gov/irb/2016-10/IRB-2016-24.

Specific Instructions for Form 1099-MISC



Start, Run & Grow Your Business

Create Your Culture



Benefits

Legally Speaking

Expensive Errors



Image by purplelog via Flickr-cc

Health Insurance



Image by Paul Eisenberg via Flickr-cc

Retirement Plans



