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## Building Your Team

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

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## Teams vs. Loners



Image by Matt McGee via Flickr

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## Match the Puzzle Pieces

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




Image by unknown user via Flickr

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## Professionals on the Team



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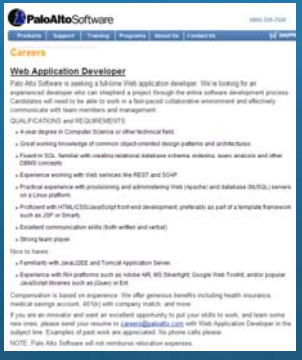
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## Define Your Staffing Needs

- Job Analysis
- Job Description
- Ads and such



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## Recruiting Employees

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

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## Pre-Screening Candidates

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

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## 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
<b>Total Payroll</b>	<b>\$23,500</b>	<b>\$23,500</b>	<b>\$282,000</b>	<b>\$357,000</b>	<b>\$410,000</b>

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## 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
<b>Total Payroll</b>	<b>\$23,500</b>	<b>\$23,500</b>	<b>\$23,500</b>	<b>\$23,500</b>	<b>\$23,500</b>	<b>\$23,500</b>	<b>\$23,500</b>	<b>\$282,000</b>	<b>\$357,000</b>	<b>\$410,000</b>

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## Include Yourself in Payroll

- Credibility
- Cash flow
- Reality



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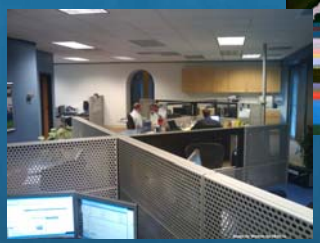
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## After the Hire



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## 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 2013 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 notices and publications
- Other IRS forms and instructions
- Other general information

You can get the general instructions for the 1099-MISC at [www.irs.gov/efiling](http://www.irs.gov/efiling) or by calling 1-800-TAX-FORMS (1-800-829-1040).

**Specific Instructions for Form 1099-MISC**

Source: www.irs.gov/form1099



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# Start, Run & Grow Your Business

## Create Your Culture



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## Benefits

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## Legally Speaking

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### Expensive Errors



Image by purplelog via Flickr-cc

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### Health Insurance



Image by Paul Eisenberg via Flickr-cc

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### Retirement Plans



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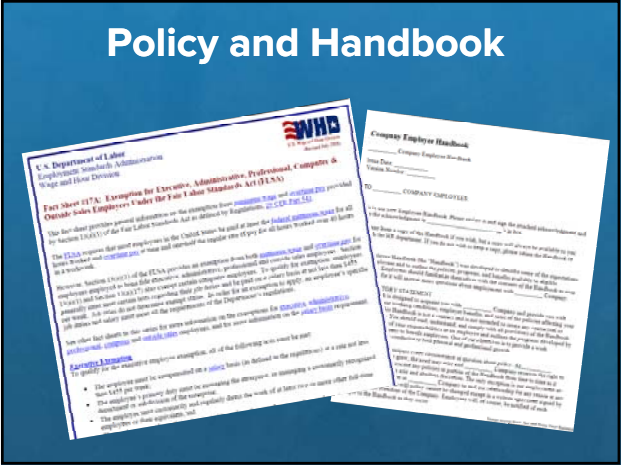
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