Successful small business owners recognise that they rely on the quality of their employee to achieve their aims of improved profit, growth and increased market share.

People are a business’s most valuable asset, so it is important to take care to hire the best people.

Employees are the most important resources for success in a business.

Developing good working relationships with staff and motivating them to do their best in the workplace must be high priority for the small business owner.

The responsibility of hiring staff

- was down to me..

- I had to be human resource manager, which in it’s simplest form was the relationship between myself and the employees.

- It involved ALL aspects of the employment cycle.

1. Establishment Phase
   • Staff planning in line with business strategy.
   • Job analysis and design.
   • Recruitment.
   • Selection.
   • Employment arrangements and remuneration.

2. Maintenance Phase
   • Induction.
   • Training and development.
   • Recognition and reward.
   • Performance management.

3. Termination Phase.
   • Termination management
   • Voluntary termination and involuntary termination.
   • Entitlements.
   • Transition.

Staff Planning

- Employees can make or break a business
- Lack of planning increases the risk of unsuitable employees - leads to problems
- Cannot easily replace employees - Legislation

Job Analysis

- The task of investigating the duties to be performed by a prospective employee.
- As well as determining the knowledge and skill required