

Hiring employees

There is a lot you need to know about hiring employees. A good place to start to guide you through the hiring process is [business.gov.au – Hiring employees \(https://www.business.gov.au/people/hiring/hiring-employees\)](https://www.business.gov.au/people/hiring/hiring-employees). This will help you understand your obligations from across the Government, including tax and superannuation.

Know the law

Before hiring a new employee, you need to make sure you know your rights and responsibilities.

The minimum terms and conditions of employment come from an award, registered agreement and contract of employment, and the [National Employment Standards \(www.fairwork.gov.au/employee-entitlements/national-employment-standards\)](http://www.fairwork.gov.au/employee-entitlements/national-employment-standards) (NES). To find the right award, use our [Find my award tool \(www.fairwork.gov.au/awards-and-agreements/awards/find-my-award/\)](http://www.fairwork.gov.au/awards-and-agreements/awards/find-my-award/). To find out if a registered agreement applies, visit the [Fair Work Commission website \(https://www.fwc.gov.au/awards-and-agreements/agreements\)](https://www.fwc.gov.au/awards-and-agreements/agreements).

Getting pay right

To work out the right pay when hiring a new employee, you need to decide on the person's employment status – whether they will be a full-time, part-time or casual employee. See our [Types of employees page to find out the difference. \(www.fairwork.gov.au/employee-entitlements/types-of-employees\)](http://www.fairwork.gov.au/employee-entitlements/types-of-employees) You can then find the minimum pay rates, penalties and allowances that apply using our [Pay Calculator \(https://calculate.fairwork.gov.au/findyouraward\)](https://calculate.fairwork.gov.au/findyouraward).

Hours of work

Employers and employees should work together and agree on hours of work and rostering in advance. We have a number of [templates \(www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates\)](http://www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates) that can help you with this.

Find out more about your obligations in our [hours of work \(www.fairwork.gov.au/employee-entitlements/hours-of-work-breaks-and-roters/hours-of-work\)](http://www.fairwork.gov.au/employee-entitlements/hours-of-work-breaks-and-roters/hours-of-work) section.

Pay slips and record-keeping

Employers need to keep written time and wages records for all employees and have to give employees a pay slip within one working day of paying their wages. To find out more, go to our [pay slips and record-keeping page. \(www.fairwork.gov.au/pay/pay-slips-and-record-keeping\)](http://www.fairwork.gov.au/pay/pay-slips-and-record-keeping)

Get it right from the start

It's important to establish a good working relationship at the start of employment. There are a few things you can do to make sure this happens.

Induction

Take the time to go through an induction with your new starter. Use this time to communicate your expectations and give them an opportunity to ask questions. It also helps employees feel informed, welcomed and prepared to do their job.

Productive workplaces

During the first few weeks of employment, employers and employees should organise a time to set goals and expectations. You can use this opportunity to outline training needs and create a plan together to ensure these needs are met.

Communication

Communication is an essential part of a good working relationship. Set up regular meetings to provide performance feedback and discuss any issues or concerns early, before they become workplace problems.


Hiring an apprentice or trainee

Hiring an apprentice or trainee can be a great investment for your business. An apprenticeship or a traineeship is a good opportunity for on the job training while studying for a qualification.

If you're hiring an apprentice, use our [Guide to taking on an apprentice \(DOCX\) \(www.fairwork.gov.au/ArticleDocuments/712/guide-](http://www.fairwork.gov.au/ArticleDocuments/712/guide-)

[to-taking-on-an-apprentice.docx.aspx](#)) (PDF (www.fairwork.gov.au/ArticleDocuments/712/guide-to-taking-on-an-apprentice.pdf.aspx)) to help you understand your obligations. You can also find more information on our [Apprentices and trainees \(www.fairwork.gov.au/find-help-for/apprentices-and-trainees\)](#) page.

What to do next

- [business.gov.au – Hiring employees \(https://www.business.gov.au/people/hiring/hiring-employees\)](https://www.business.gov.au/people/hiring/hiring-employees) 
- Visit our [Online learning courses \(www.fairwork.gov.au/how-we-will-help/online-training/online-learning-centre/hiring-employees\)](http://www.fairwork.gov.au/how-we-will-help/online-training/online-learning-centre/hiring-employees)
- Use our [Pay calculator \(http://calculate.fairwork.gov.au/FindYourAward\)](http://calculate.fairwork.gov.au/FindYourAward) to check pay rates
- Download our [templates \(www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates\)](http://www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates)

You might also be interested in

- [Paying wages \(www.fairwork.gov.au/pay/paying-wages\)](http://www.fairwork.gov.au/pay/paying-wages)
- [Penalty rates and allowances \(www.fairwork.gov.au/pay/penalty-rates-and-allowances\)](http://www.fairwork.gov.au/pay/penalty-rates-and-allowances)
- [Pay slips and record-keeping \(www.fairwork.gov.au/pay/pay-slips-and-record-keeping\)](http://www.fairwork.gov.au/pay/pay-slips-and-record-keeping)
- [Tax and superannuation \(www.fairwork.gov.au/pay/tax-and-superannuation\)](http://www.fairwork.gov.au/pay/tax-and-superannuation)
- [Agreements \(www.fairwork.gov.au/awards-and-agreements/agreements\)](http://www.fairwork.gov.au/awards-and-agreements/agreements)
- [Minimum wages fact sheet \(www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/minimum-workplace-entitlements/minimum-wages\)](http://www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/minimum-workplace-entitlements/minimum-wages)

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Contact us

Fair Work Online: www.fairwork.gov.au

Fair Work Infoline: 13 13 94

Need language help?

Contact the Translating and Interpreting Service (TIS) on 13 14 50

Hearing & speech assistance

Call through the National Relay Service (NRS):

For TTY: 13 36 77. Ask for the Fair Work Infoline 13 13 94

Speak & Listen: 1300 555 727. Ask for the Fair Work Infoline 13 13 94

The Fair Work Ombudsman is committed to providing advice that you can rely on. The information contained on this website is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or workplace relations professional. Visitors are warned that this site may inadvertently contain names or pictures of Aboriginal and Torres Strait Islander people who have recently died.