

## Hiring employees



We've made it easier for you to find information about pay and entitlements under the Horticulture Industry Award.

For more tailored information about your Award, visit our [Horticulture page \(www.fair-work.gov.au/find-help-for/horticulture\)](http://www.fair-work.gov.au/find-help-for/horticulture).

Hiring a new employee is an important decision for your business. We have specialised resources to help you find the right person, get them started and meet your obligations under workplace laws.

### Tips for hiring new staff

There are a few things you should know when you're hiring staff, especially if you're doing it for the first time.

#### Know the law

There are laws which give employees rights including minimum wages, pay slips, leave and notice of termination. You also need to know about tax, superannuation and workplace health and safety.

#### Thinking about hiring

Assess the current and future needs of your business and define the role you want to fill.

#### Attract the right people

Once you have a clear idea of the role you want to fill, advertise the position. Make sure the right people hear about it and want the job.

#### Choose the right person

Shortlist job applicants whose skills and experience best match the role, and ask interview questions that focus on the skills and abilities needed for the role.

#### Make an offer

Once you've chosen someone, contact them to offer them the job. It's best to follow this up in writing with a letter of offer.

#### Start on the right foot

Invest time in a thorough introduction because this will help you get the most from your new employee. It will also make sure that your employee feels well-informed, welcomed and equipped to do their job.

#### Have a productive workplace

Meet with your new employee to set goals, expectations and training needs during the first few weeks. Then schedule regular catch-ups to talk about how they're going.

#### Resources for hiring new staff

When you're hiring new staff, you can use our [Guide to hiring new employees \(DOCX 62.7KB\)](https://www.fairwork.gov.au/ArticleDocuments/712/a-guide-to-hiring-new-employees.docx.aspx) (<https://www.fairwork.gov.au/ArticleDocuments/712/a-guide-to-hiring-new-employees.docx.aspx>) (PDF 677.9KB) ([www.fairwork.gov.au/ArticleDocuments/712/guide-to-hiring-new-employees.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/712/guide-to-hiring-new-employees.pdf.aspx)) to help you find the right employee for your workplace and get them started on the right track.

Once you've hired someone, you can provide them with our [Guide to starting a new job \(DOCX 35.6KB\)](http://www.fairwork.gov.au/ArticleDocuments/712/a-guide-to-starting-a-new-job.docx.aspx) ([www.fairwork.gov.au/ArticleDocuments/712/a-guide-to-starting-a-new-job.docx.aspx](http://www.fairwork.gov.au/ArticleDocuments/712/a-guide-to-starting-a-new-job.docx.aspx)) (PDF 519.1KB) ([www.fairwork.gov.au/ArticleDocuments/712/a-guide-to-starting-a-new-job.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/712/a-guide-to-starting-a-new-job.pdf.aspx)) or [Guide to starting an apprenticeship \(DOCX 64.9KB\)](http://www.fairwork.gov.au/ArticleDocuments/712/a-guide-to-starting-an-apprenticeship.docx.aspx) ([www.fairwork.gov.au/ArticleDocuments/712/a-guide-to-starting-an-apprenticeship.docx.aspx](http://www.fairwork.gov.au/ArticleDocuments/712/a-guide-to-starting-an-apprenticeship.docx.aspx))

[/712/guide-to-starting-an-apprenticeship.docx.aspx](#) (PDF 1.5MB) ([www.fairwork.gov.au/ArticleDocuments/712/guide-to-starting-an-apprenticeship.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/712/guide-to-starting-an-apprenticeship.pdf.aspx)) , to help them understand their rights and obligations.

### Resources for hiring an apprentice

If you're hiring an apprentice, use our [Guide to taking on an apprentice \(DOCX 53KB\)](#) ([www.fairwork.gov.au/ArticleDocuments/712/guide-to-taking-on-an-apprentice.docx.aspx](http://www.fairwork.gov.au/ArticleDocuments/712/guide-to-taking-on-an-apprentice.docx.aspx)) (PDF 10.3MB) ([www.fairwork.gov.au/ArticleDocuments/712/guide-to-taking-on-an-apprentice.pdf.aspx](http://www.fairwork.gov.au/ArticleDocuments/712/guide-to-taking-on-an-apprentice.pdf.aspx)) to help you understand your obligations.

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