



# Checklist: Hiring your first employees

## Job posting

What tasks is the new person responsible for and what requirements must they meet?

What type of position makes sense and would it be part-time or full-time?

What is your budget for the position? What would be a suitable [salary](#)? (Make sure to include [social security contributions](#) and indirect costs)

Who do you want your ad to appeal to? Write your job advertisement to target this audience and choose the right tone.

## Job postings

Where should you post your job ad?

Can you find a suitable person for the job from your personal circle?

Can you use social media as another channel to advertise your job? [More information on social media for SMEs](#)

Are you interested in working with an external staffing agency?

## Job interview

What does your outline for the interview look like? What topics do you want to talk about?

### The shortlist

Would you like to hire the interested candidate for a trial period?

Do you need more information about the applicants? Then ask for references or request an extract from the debt collection register or criminal register.

### Employment contract

Have you made your final decision?  
Our tip: Use the [employment contract template](#) at [myright.ch](#)

#### An employment contract should include the following points:

- Employer information

- Personal information about the employee

- Work start date

- Place of work

- Type and scope of the role

- Full or part-time employment (including weekly working hours)

- Compensation (salary and bonuses)

- Vacation leave and regulations

- Notice period and any probationary period

- The duration must be included in a temporary employment contract.

#### Information that can be sent together with the employment contract:

- Details on applicable regulations

- Conditions on social security contributions to AHV/OASI and IV/DI

- Pension fund regulations

- Salary entitlement

- Rights and obligations in the event of loss of earnings

## Onboarding

Is the first day of work for a new team member coming up?  
Here's how to plan for it:

- Set up the work station for your new team member.
- Organize all necessary digital access and authorizations.
- Plan lunch together.
- Buy a welcome gift for your new team member.
- Inform them of their rights and obligations in the event of loss of earnings.

## Retirement savings & insurance

Is the gross salary of your new team member at least CHF 22,050? Then you are required to register them with your [pension fund](#).

Does your new team member work at least 8 hours per week?  
Then register them with the mandatory [accident insurance](#) as well as non-occupational accident insurance.

Have you already registered your new team member with the [cantonal compensation office](#)?

Purchasing [daily sickness benefits insurance](#) is also a good idea.