

Employee Worksheet



To take on employees can be a very big event for a business. This should not be taken lightly. However, if it is time for your business to grow you should do it with very deliberate steps. Fill out the following worksheet in order so can have a clear and deliberate plan. Print a copy of this for each position you believe you need a person.

Position needed: _____

Expected number of hours / week for work: _____

Duties of position: _____

Type of Employee: Full-time (hourly) Full-time (salary) Part-time Independent Contractor VA

What is the pay structure: Base Pay Commission Pay Only Base Plus Commission

What is the base pay for this position: _____

If commission, what is the base and commission pay structure: _____

Benefits you can offer: _____

Is there room for advancement? Yes / No

If so, what would be their new position: _____

Duties of new position: _____

Pay of new position: _____