

Case Study

Client:

M.A.D Communucations

A PR and communications company based in the North East.

The Challenge:

Support required when taking on first member of staff

M.A.D Communications approached me for help and guidance when they were taking on their first full time member of staff. Having operated as a 2 person business for their first 4 years, they were now ready to take the next step but were a little unsure of the rules, regulations, and how the process actually works.

From finding the right person and registering as an employer with the HMRC, through to setting up PAYE (Pay As You Earn), creating an employment contract that meets your business needs, and looking into National Insurance and Pensions, there's an awful lot to consider when you're taking on your first employee.

Feeling excited yet daunted by the prospect of taking this huge step, M.A.D needed HR support to ensure that they had everything in place before welcoming a new member of staff to the team.

After all, although finding the right person for your business is important, it's also vital that you have all the appropriate formalities in place and you're aware of your responsibilities and legal obligations as an employer.

How I Helped:

Recruiting a member of staff can be incredibly daunting, especially if you haven't done it before. My role was to reassure Amy and Marie, and provide support through the process.

During my initial face-to-face meeting with M.A.D, I covered all salary options, legalities, and induction planning ideas, as well as aspects of creating and delivering the impression and culture of their business. Together, we thought about different ways of working and how they would define the employer and employee relationship – something that would be crucial in such a small business.

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We also spent some time discussing suitable interview questions that would get the best out of the candidates they had shortlisted.

I then drew up a letter of offer and an employment contract that met M.A.D's requirements, and put together a new starter pack so they would have everything they needed when their new team member joined them.

Now they've been through the recruitment process, I'll still be on hand to assist with any HR related queries or concerns, as and when they arise. The girls know I'm always just a phone call away, which I think is really reassuring for first time employers.

"Louise was brilliant from the moment we got in touch with her. She really put us at ease and made the whole process simple and stress free. Understandably, as a grown business taking on your first member of staff can be worrying, so it was great to have someone there who not only understand the legalities and regulations, but also understood our concerns. Louise took care of everything for us, ensuring everything ran smoothly. We couldn't be happier!"

Marie Donnelly, M.A.D Communications

At Oculus HR, we offer a dedicated package that's ideal for businesses when they are considering taking on their first employee. We enjoy being able to support the business growth, ensuring they meet the legal needs, and helping them to get the right person to fit with the business.

We love to talk business growth. After all, getting your people right is essential to make it work.

