

6 Seasonal Hiring Mistakes – And How to Avoid Them

During the busy holiday season, employers' hiring needs often increase. It may be tempting to overlook fundamental hiring practices in favor of bringing someone on board quickly. Take care to avoid these 6 common seasonal hiring mistakes.

1 Cutting Corners

When you need help quickly, it can be tempting to hire just about anyone. But take steps to avoid a bad hire. Be sure to establish job-related criteria you will use to make decisions and evaluate each candidate carefully including references and background checks, where applicable.



2 Forgetting New Hire Requirements

All new hires must complete a Form W-4, appropriate state tax forms and a Form I-9 (Employment Eligibility Verification). Employers must also report all new hires to the appropriate state agency and provide all new hires with a Notice of Coverage Options, as required by the Affordable Care Act. State requirements also apply.



3 Failing To Provide Adequate Training

Regardless of whether the employee is part-time, full-time, or temporary, providing new hire orientation and effective training is important. Part-time and temporary employees should generally receive the same training as other new hires.



4 Misclassifying Employees

Some employers mistakenly believe they can classify temporary workers as independent contractors simply because of their temporary status. The truth is, employers must satisfy specific federal and states tests, such as the IRS Common Law Test, in order to classify a worker as an independent contractor. A worker is presumed to be an employee unless these narrow tests are satisfied.



5 Violating Youth Labor Rules

Many employers hire minors during the peak holiday seasonal months and accordingly, must understand and comply with federal and state rules. Generally, the Fair Labor Standards Act (FLSA) and state laws have guidelines regarding the hours and the types of jobs minors may work. Check your state law to ensure compliance.



6 Failing To Understand ACA Implications

Hiring new employees may change Affordable Care Act (ACA) obligations. Under the ACA, large employers (defined as those with 50 or more full-time or equivalent employees) must offer healthcare coverage to their full-time employees (defined as those who work an average of 30 or more hours per week) or they may have to pay a fine. This is commonly known as the "employer mandate" or "shared responsibility."



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