

Recruitment Startup Checklist

Pre-launch checklist

(are you in the right place?)

- ☐ Do you have the support of your friends & family?
- ☐ Are you aware of your post-contractual obligations?
- ☐ Do you have enough cash in the bank to support yourself for the opening few months?
- ☐ Do you feel professionally ready to make the leap?
- ☐ Are you aware of how tough it might be?
- ☐ Have you triple checked the above?

Launch checklist

(so, what might you need?)

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| ☐ Agree a company name | ☐ Register your business for CT |
| ☐ Conduct the relevant trademark & eligibility checks | ☐ Register yourself for self-assessment |
| ☐ Register the company directly with Companies House | ☐ Does your business need a PAYE scheme in place? |
| ☐ Purchase the domains | ☐ Have I got a factoring & payroll provision in place? |
| ☐ Set up your web builder & hosting packages | ☐ Set up your company emails |
| ☐ Register your new business for Data Protection | ☐ Set up your company phone lines |
| ☐ Ensure you have the correct insurances in place | ☐ Develop your company logo |
| ☐ Create the relevant Terms of Business | ☐ Develop your company stationary |
| ☐ Confirm you have NOT plagiarised these terms | ☐ Develop your email signature |
| ☐ Create the relevant policies for your business | ☐ Develop your company website |
| ☐ Confirm you have NOT plagiarised these terms | ☐ Engage with the relevant job boards |
| ☐ Set up the correct business bank account(s) | ☐ Engage with the relevant CRMs |
| ☐ Register your business for VAT | ☐ Additional recruitment software required |

Last question to ask yourself

- ☐ Do you feel ready?