

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?

