

## Global hiring checklist stakeholders

Name		Title	
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### 1. Understand the international position

Done?	Task	Notes	Initials
<input type="checkbox"/>	Identify the goals you are trying to achieve by hiring internationally.		
<input type="checkbox"/>	Determine if you need a physical presence in the country or if the work can be completed remotely.		
<input type="checkbox"/>	Consider whether full-time employees or independent contractors would better serve the work.		
<input type="checkbox"/>	Outline the role parameters: job description, required skillsets, background check requirements, screening questions, years of education needed, and so forth.		
<input type="checkbox"/>	Construct a set of achievable and trackable KPIs to measure your international hiring success.		

### 2. Choose a country and learn its rules

Done?	Task	Notes	Initials
<input type="checkbox"/>	Analyze the top international markets for the supply of workers, cost-effectiveness, labor law regulations, and workforce productivity.		
<input type="checkbox"/>	Research applicable tax laws in the countries you want to hire in.		
<input type="checkbox"/>	Become familiar with the customary payroll, benefits, holidays, leave practices, severance pay, and termination notice periods of the countries.		
<input type="checkbox"/>	Determine whether the parameters of your role would classify the worker as an employee or independent contractor in that country.		

### 3. Determine the budget

Done?	Task	Estimated Cost	Notes	Initials
<input type="checkbox"/>	Calculate the cost of working with an EOR or PEO.			
<input type="checkbox"/>	Calculate the cost of setting up a foreign branch or a subsidiary.			
<input type="checkbox"/>	Calculate your tax liability in the countries you choose.			
<input type="checkbox"/>	Determine costs of recruitment software or upgrading current HR software to meet international needs.			
<input type="checkbox"/>	Research the costs of posting open positions on international job boards.			

<input type="checkbox"/>	Understand the costs associated with hiring additional employees, consultants, or recruitment agencies to help with international recruitment.			
<input type="checkbox"/>	Calculate the cost of your country-specific compensation plan.			
<input type="checkbox"/>	Calculate the cost of your country-specific benefits program.			
<b>Estimated Total</b>				

#### 4. Create a legal entity or team up with an EOR or PEO

Done?	Task	Notes	Initials
<input type="checkbox"/>	Determine the number of positions you need to hire, the level of tax and labor law compliance risk, and the on-site property the job requires in your chosen country.		
<input type="checkbox"/>	Compare the costs of setting up a foreign branch or subsidiary with that of working with an EOR or PEO.		
<input type="checkbox"/>	For foreign branches or subsidiaries: work with a legal team or consultants to establish your foreign entity.		
<input type="checkbox"/>	For EORs or PEOs: Work with the implementation specialist with your EOR or PEO partner to start hiring.		

#### 5. Advertise the position

Done?	Task	Notes	Initials
<input type="checkbox"/>	Construct a job post tailored to the position but is also culturally appropriate for the country.		
<input type="checkbox"/>	Consult your EOR or PEO for assistance with advertising your position.		
<input type="checkbox"/>	Consider using a recruitment agency in the country to find qualified candidates.		
<input type="checkbox"/>	Post the position on international job boards targeting your country.		
<input type="checkbox"/>	Advertise your position on your company's career page, if applicable.		
<input type="checkbox"/>	Use your ATS or recruitment software to syndicate job postings to the appropriate countries on your behalf.		

#### 6. Evaluate the candidates

Done?	Task	Notes	Initials
<input type="checkbox"/>	Review résumés/CVs, applications, screening questions, and pre-employment skills tests for qualified candidates.		
<input type="checkbox"/>	Take advantage of your EOR, PEO, or recruitment agency to provide a shortlist of top candidates.		
<input type="checkbox"/>	Use your ATS or recruitment software to review and identify qualified candidates for the next stage quickly.		

#### 7. Interview potential candidates

Done?	Task	Notes	Initials
<input type="checkbox"/>	Accommodate time zone differences when scheduling phone or video interviews.		

<input type="checkbox"/>	Research the different interview conventions for the countries you are hiring in.		
<input type="checkbox"/>	Ensure your interview questions are both legally and culturally appropriate.		

**8. Hire and onboard the successful candidates**

Done?	Task	Notes	Initials
<input type="checkbox"/>	Issue legally and culturally appropriate offer letters and begin the preboarding process.		
<input type="checkbox"/>	Have new hires complete IRS Form W-8 BEN to exempt them from U.S. tax.		
<input type="checkbox"/>	Have new hires complete country and company-specific onboarding documents, including contracts, handbooks, and immigration and tax statuses.		
<input type="checkbox"/>	Run background checks (if applicable).		
<input type="checkbox"/>	Provide new hires with an onboarding schedule, being mindful of workday cadences in their countries.		
<input type="checkbox"/>	Conduct training for the position.		