

Recruiting/Training Employees

When ya can't do it alone anymore!

Who is an employee?

- An employee is someone subject to your control. Control exists when the employer determines the employee's work schedule, hours, and job responsibilities. There are different types of employees:
 - Adults
 - Employees under age 18
 - Employees working in Washington for an out-of-state business with no Washington location
 - People that work in or around your home
 - If you'll be hiring employees, you must indicate this on your Business License Application.

Who is an independent contractor?

- Independent contractors aren't considered employees. They:
- Engage in their own independent occupation or business.
- Are registered or licensed with the appropriate state and federal agencies.
- Usually advertise their services and have a significant investment in their business.
- Keep business records and file taxes as a business.
- You can expect an independent contractor to provide everything necessary to complete their job. If you're hiring independent contractors, **don't list them** as employees on your Business License Application.
- <http://bls.dor.wa.gov/hire.aspx>

Employee Recruitment

- **Workforce Central – Business Connection** offers free core services such as employee recruitment and prescreening of skilled applicants. Their other fee based services include:
 - Computerized job matching and referral of quality applicants,
 - Electronic job posting and resume banks,
 - Customized training packages to upgrade worker skills,
 - Competitive intelligence information on wages, occupations, and business trends, and
 - Access to tax incentives.

[visit their website](#)

Workforce training

Customized Training Program (WASHINGTON STATE)

- Training is provided by community, technical or private career colleges and can include formal training in:
- Basic education and skills
- English language for non-native speakers
- Technical skills and job-related instruction, plus
- Skills assessment and evaluation and
- Training equipment, materials, facilities and supplies.
- [www.sbctc.ctc.edu/college/ e-wkforcecustomizedtraining.aspx](http://www.sbctc.ctc.edu/college/e-wkforcecustomizedtraining.aspx)

Need More Information?

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