



## Top Five Personnel Mistakes...

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So, you've taken the plunge: You left corporate America to start your own business. You've weathered the start-up phase and now are expanding and hiring your first employees. Regardless of your industry, personnel matters present difficulties. Fortunately, with a bit of planning, business owners can avoid common pitfalls.

In the article, Daniels addresses five personnel mistakes that employers tend to make.

**Mistake No. 1:** Inadequate Record-Keeping

**Mistake No. 2:** Failing to Hire Employees in Accordance with Your Business Needs

**Mistake No. 3:** Failing to Thoroughly Vet Job Applicants

**Mistake No. 4:** No Employee Handbook

**Mistake No. 5:** Holding on to a Bad Hire

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