

Phases for Companies

Phase One

1-5 employees

Bootstrapped and/or light seed

- Implement payroll system such as [Gusto](#), [Justworks](#), [Rippling](#))
- Implement [sick leave](#)
- Implement company email system
- Determine common pool of equity and draft equity paperwork and plans
- Determine full onboarding and offboarding process and owners
- Research and identify best program for sexual harassment training (required for companies with 5+ employees) - *Gusto, Justworks and Rippling offer for an additional cost.*

Phase Two

6-15 Employees

- Implement first phase of benefits (medical, dental, vision) - while not required until 20 employees, due to recruiting competition it is likely that this will be needed earlier
- Clearly define interview process
- Outline headcount plan with job descriptions
- Implement applicant tracking system (ATS) - [Greenhouse](#), [Lever](#)
- Draft Employee Handbook
- Draft company mission, vision, core values
- Implement 30/60/90 day plans
- Create social media profiles and posting sites (LinkedIn, Glassdoor, Facebook, Twitter etc)

Phase Three

16-30

Typically around Series A

- Bump up benefits by adding 401K, LTD, STD, Life
- Hire recruiter (if high growth plans) or engage with external agency
- Engagement surveys
- Implement full onboarding program for new hires (history of co, product info, policies, etc)
- Set up employee referral bonus program

Phase Four

31-49

- Full compensation survey review
- Set compensation committee with board

Phase Five

50-100

- Hire full time HR role