

# HR CHECKLIST FOR SMB

Here's a checklist to setup your own HR department.

## RECRUITING

- ☐ Job descriptions
- ☐ Interview evaluation
- ☐ Offer letter templates
- ☐ Background check (optional)

## RETAINING EMPLOYEES

- ☐ Competitive compensation structure
- ☐ Career pathing
- ☐ Management training
- ☐ Team building opportunities
- ☐ Upskilling

## ONBOARDING

- ☐ Employment agreements
- ☐ W-4
- ☐ I-9
- ☐ New Hire Orientation
- ☐ Buddy program
- ☐ First 2 week training
- ☐ 30-60-90 Day Plan
- ☐ Company SOP's
- ☐ Payroll & Benefits

## COMPLIANCE

- ☐ Up-to-date employee handbook that meets all jurisdictional law (city, county, state, & federal)
- ☐ Posting requirements
- ☐ Timekeeping / PTO management
- ☐ State reporting requirements

## MANAGING EMPLOYEES

- ☐ Performance management process
- ☐ Goal setting
- ☐ Reporting process
- ☐ Disciplinary action process
- ☐ Offboarding process
- ☐ Employee relations management

## MITIGATE LEGAL RISK

- ☐ Well-maintained personnel files
- ☐ PIPs (performance improvement plans documented)
- ☐ Disciplinary action documented