



HR CHECKLIST

Is your business effectively managing its HR responsibilities to ensure a productive and compliant workplace?

Use this checklist to identify any gaps where you might need assistance.



Employee Handbook

Create and distribute an employee handbook outlining company policies, procedures, and expectations.



Job Descriptions

Develop clear and detailed job descriptions for every position within the company.



Compliance

Ensure compliance with federal, state, and local employment laws, including labor laws, anti-discrimination laws, and health and safety regulations.



Employee Records

Maintain accurate and up-to-date employee records, including personal information, employment history, and performance reviews.



Onboarding Process

Implement a structured onboarding process to acclimate new hires to the company culture and their roles.



Training and Development

Provide ongoing training and development opportunities to help employees grow and improve their skills.



Performance Management

Establish a performance management system that includes regular feedback, performance reviews, and goal setting.



Compensation and Benefits

Offer competitive compensation and benefits packages to attract and retain top talent.



Workplace Safety

Develop and enforce workplace safety protocols to ensure a safe working environment for all employees.



Employee Relations

Foster a positive work environment by addressing employee concerns, promoting open communication, and resolving conflicts effectively.