

# 10 HR ESSENTIALS FOR SMALL BUSINESSES

Running a small business is exciting! But, managing people can sometimes feel overwhelming. Putting a few key HR essentials in place helps protect your business, supports your team, and sets you up for sustainable growth. This checklist highlights the 10 must-haves every small business should cover.



Clear Employment Contracts



Employee Handbook / Policies



Right to Work & Legal Compliance



Payroll & Record Keeping



Clear Onboarding Process



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Clear Job Descriptions



Performance Management  
Framework



Training & Development



Offboarding Process



HR Documentation & Data  
Management

You don't need a full HR department to put these essentials into place. Start small, tick off the basics, and build from there. The right HR foundations make your business stronger, safer, and more attractive to great people!



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