

## HUMAN RESOURCES CHECKLIST – PRIORITIZATION

For small companies, or making the decision to pursue growth, this table prioritizes the processes and documents. The following notations are used:

In Place	For companies interested in growth, this should have already been in place otherwise significant retrofit will be required.
Required	This must be in place prior to the company beginning operations or undertaking growth (from HR perspective, not necessarily legal).
Recommended	It is highly recommended this be in place when a company decides to start or grow.
Desirable	While a lower priority, having this in place indicates a company is working towards Best Practices and being a leader in HR.

ITEM	SMALL	GROWTH
<b>RECRUITMENT/NEW EMPLOYEES</b>		
Recruitment Procedures	Recommended	Required
Recruitment Sources	Recommended	Required
Candidate Information Package	Desirable	Desirable
Ad Copy for Each Position	Recommended	Required
Interview Questionnaire for Each Position	Desirable	Recommended
Standard Offer Letter	Required	In Place
Employment Agreement	Required	In Place
Confidentiality Agreement/Proprietary Info	Required	In Place
Orientation Package and Procedures	Recommended	Required
Employee Referral Incentive	Desirable	Desirable
<b>CURRENT EMPLOYEES</b>		
Employee Handbook	Recommended	Required
Job Descriptions for Each Position	Recommended	Required
Performance Appraisal Process	Desirable	Required
Personnel Files Standardized	Required	In Place
Vacation/Absence Tracking	Required	In Place
Severance Policy	Recommended	Recommended
Response to Employees Recruited by other companies	Desirable	Desirable
Termination Process	Required	In Place
<b>COMPENSATION</b>		
Pay Ranges for Each Position	Recommended	Required
Salary Change Process and Documentation	Required	In Place
Cash and Non-Cash Incentives	Desirable	Recommended
Overtime	Required	In Place
<b>COMMUNICATION</b>		
Social Committee	Desirable	Desirable
Intranet	Desirable	Recommended
Corporate Values	Recommended	Recommended
Management to Employees	Recommended	Recommended

ITEM	SMALL	GROWTH
<b>HEALTH AND SAFETY</b>		
WorksafeBC Compliance	Required	Required
Fire and Safety Compliance	Required	Required
WHMIS (if appropriate)	Required	Required
<b>BENEFITS</b>		
Employee Wellness Program	Desirable	Desirable
Review of Benefits Program	Recommended	Required
RRSP Program	Desirable	Desirable
Employee/Family Assistance Program	Desirable	Desirable
<b>TRAINING AND DEVELOPMENT</b>		
Skills Inventory and Assessment	Desirable	Desirable
Development of In-house Training Program	Desirable	Recommended
Requirements and Training for Each Position	Desirable	Recommended
Succession Planning	Recommended	Required
Management Training: <ul style="list-style-type: none"> <li>• Recruitment and Selection</li> <li>• Supervisory Skills</li> <li>• Giving a Reference on an Employee</li> <li>• Train the Trainer</li> <li>• Problem Resolution</li> </ul>	Recommended	Required
All Employees: <ul style="list-style-type: none"> <li>• Respectful Workplace</li> <li>• Communication Skills</li> <li>• Listening Skills</li> <li>• Time Management</li> <li>• Stress Management</li> <li>• Preparing for a Performance Appraisal</li> </ul>	Recommended	Required
Lunch and Learn Program	Desirable	Desirable
Training Library	Desirable	Desirable
<b>CORPORATE GOVERNANCE</b>		
Executive Assessment	Recommended	Required
Executive Responsibilities	Recommended	Required
Board Recruitment Strategy	Desirable	Recommended
Board Responsibilities	Desirable	Recommended
Board Performance Management	Desirable	Recommended
Code of Business Conduct and Ethics	Desirable	Recommended

ITEM	SMALL	GROWTH
<b>OTHER</b>		
HRIS	Recommended	Recommended
Risk Management/Contingency <ul style="list-style-type: none"> <li>Coverage for LOAs</li> <li>Sudden departures</li> </ul>	Recommended	Recommended
Exit Interviews	Recommended	Recommended
Co-op Program	Desirable	Desirable
PR Co-ordination	Desirable	Desirable
Employee Incentives and Recognition	Desirable	Recommended
Service Awards	Desirable	Recommended
Employment Standards Poster	Recommended	Recommended
Privacy of Personal Information	Required	In Place
Morale	Recommended	Required

DOCUMENT	SMALL	GROWTH
New Employee Checklist	Required	In Place
Offer Letter	Required	In Place
Employment Agreement	Required	In Place
Leave of Absence	Required	In Place
Averaging Agreement (if appropriate)	Required	In Place
Employee Handbook	Recommended	Required
Handbook Acknowledgement Form	Recommended	Required
Course/Training Approval	Desirable	Recommended
Job Descriptions	Required	In Place
Interview Forms	Recommended	Required
Candidate Evaluations	Recommended	Required
Reference Check	Required	In Place
Compensation Adjustment	Recommended	Required
Change of Status/Job	Recommended	Required
Note of Meeting with Employee	Required	Required
Performance Appraisal Form	Recommended	Required
Use of Company Equipment	Recommended	Required
Use of Corporate Credit Card (if applicable)	Required	Required
Exit Interview	Recommended	Required
Non-Disclosure Agreement	Required	In Place
Intellectual Property Agreement	Required	In Place
Contractor Agreement	Required	In Place
Termination Checklist	Recommended	Required
Harassment Complaint Form	Required	In Place
Personnel File Checklist	Recommended	Required