

HR Assessment 2021

<input checked="" type="checkbox"/>	Action Item	Status/Comments
STRATEGIC HR		
<input type="checkbox"/>	Align organizational goals with HR priorities based priorities	
<input type="checkbox"/>	Draft statements on organization mission, vision, values. Look for ways to integrate into performance management and employee communications	
<input type="checkbox"/>	Draw an Org chart to depict structure and reporting relationships	
<input type="checkbox"/>	Compile HR metrics and regularly report to Management	
<input type="checkbox"/>	Identify long-term goals needed to support organizational goals and business plans	
<input type="checkbox"/>	Identify changes in products and services that will impact the organization in near term	
LEGAL COMPLIANCE		
<input type="checkbox"/>	Obtain a list of Federal and state laws that apply to your size organization in each state	
<input type="checkbox"/>	Conduct legal Compliance training for managers to avoid costly violations of the law, including harassment, bullying, and violence prevention.	
<input type="checkbox"/>	Obtain an Attorney specializing in employment law to address risks	
<input type="checkbox"/>	Review Hiring Practices and forms to ensure compliance	
<input type="checkbox"/>	Audit I-9 forms and create a topical file with completely filled out forms and consistent back-up documentation	
<input type="checkbox"/>	Ensure compliance with FLSA and state wage and hour laws for time keeping systems	
<input type="checkbox"/>	Ensure exempt/non-exempt classification for each position and appropriate timekeeping system	
<input type="checkbox"/>	Properly classify independent contractors, ensure proper records for tax reporting, insurance, contractual issues	
<input type="checkbox"/>	Address EEO and state discrimination prevention issues, policy, complaint handling procedures	
<input type="checkbox"/>	Address Unemployment insurance	
<input type="checkbox"/>	Take steps to reinforce at-will agreement: application form, offer letter, performance reviews, handbooks	
<input type="checkbox"/>	Develop employee handbook, audit each year to ensure compliance with state and federal laws	
<input type="checkbox"/>	Review practices relating to employee privacy and confidentiality	

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 law attorney with specific questions about legal compliance.

<input type="checkbox"/>	Take steps to protect employees' credit information	
<input type="checkbox"/>	Ensure proper safeguards for identity theft of employees' SSN and names	
HR RECORDS AND DOCUMENTATION		
<input type="checkbox"/>	Review all HR Forms for legal compliance	
<input type="checkbox"/>	Draft HR operational procedures	
<input type="checkbox"/>	Develop HR filing procedures with privacy controls and to ensure medical and confidential information are kept in separate files.	
<input type="checkbox"/>	Develop an HR file schematic to ensure files are set up in accordance with state and federal requirements	
<input type="checkbox"/>	Conduct File Audit and make changes for efficiency, ease of use	
STAFFING, RECRUITMENT, TALENT ACQUISITION, ONBOARDING		
<input type="checkbox"/>	Develop workforce plan to anticipate future staffing needs	
<input type="checkbox"/>	Conduct proactive recruitment programs to create a pool of qualified applicants	
<input type="checkbox"/>	Review best means of staffing for each vacancy (full-time, part-time, temporary employee, contractor, etc.)	
<input type="checkbox"/>	Review application process and form to ensure unlawful questions are not included (past salary, age, maiden name, high school graduation, etc.)	
<input type="checkbox"/>	Develop thorough and accurate Job Description or scorecard	
<input type="checkbox"/>	Develop List of questions to ask based on each position for technical and interpersonal skills based on job scorecard	
<input type="checkbox"/>	Begin recruiting process/job posting with internal employees	
<input type="checkbox"/>	Consider employee referral program	
<input type="checkbox"/>	Develop trade school, high school, college career resources	
<input type="checkbox"/>	Ensure adherence with EEO requirements for recruiting records	
<input type="checkbox"/>	Use electronic media for promoting open positions	
<input type="checkbox"/>	Develop a presence on your internal website to establish your firm as an employer of choice	
<input type="checkbox"/>	Consider applicant tracking systems	
<input type="checkbox"/>	Consider Low-cost or free recruitment sources	
<input type="checkbox"/>	Develop a pool of temporary and contingent workers to fill vacancies during times of high demand	

<input type="checkbox"/>	Develop Employee Referral incentive program	
<input type="checkbox"/>	Conduct Centralized recruitment procedures	
<input type="checkbox"/>	Audit Hiring Records for EEO Compliance	
<input type="checkbox"/>	Track turnover to ascertain the cost of employee departures	
<input type="checkbox"/>	Conduct Exit Interviews to determine reasons for employee departures	
<input type="checkbox"/>	Write Job Descriptions or Scorecard to use for hiring, performance, training	
<input type="checkbox"/>	Ensure that application form is EEO/state compliant. Submit reports as required based on size organization.	
<input type="checkbox"/>	Draft Offer Letters to include hourly rate for non-exempt, pay period amount for exempts, include specific duties, contingencies, etc.	
<input type="checkbox"/>	Conduct Background checks consistently as needed. Credit checks are subject to FCRA rules.	
<input type="checkbox"/>	Develop an Onboarding Checklist and orientation program	
<input type="checkbox"/>	Communicate with staff about the new hire's start date, location, details	
EMPLOYEE RELATIONS		
<input type="checkbox"/>	Consider Initiatives for improved quality and productivity	
<input type="checkbox"/>	Consider initiatives for addressing DEI (diversity, equity and inclusion)	
<input type="checkbox"/>	Employee Assistance Program to address personal and societal issues (e.g., violence, substance abuse)	
<input type="checkbox"/>	Determine best modes and methods of Employee Communications – frequency and format	
<input type="checkbox"/>	Training in leadership and interpersonal skills for supervisors and managers	
<input type="checkbox"/>	Look for ways to integrate employee opinion surveys	
<input type="checkbox"/>	Conduct exit interviews on departing employees to uncover areas of improvement.	
<input type="checkbox"/>	Schedule employee events such as all-hands meetings, summer events, holiday events, birthdays. Consider using an employee committee.	
<input type="checkbox"/>	Examine employee perks to ensure they are meaningful and useful to staff	

<input type="checkbox"/>	Establish quality metrics for each group, team, individual as appropriate	
<input type="checkbox"/>	Conduct employee surveys to monitor pulse of workforce, address issues that arise	
<input type="checkbox"/>	Consider an employee suggestion system for cost-savings, quality improvement, involvement in operations.	
<input type="checkbox"/>	Submit all employee notices for promotions, certifications, other celebrations	
<input type="checkbox"/>	Develop program for handling employee complaints using multiple avenues of complaint	
<input type="checkbox"/>	Train supervisors and managers on receiving employee complaints	
PERFORMANCE MANAGEMENT		
<input type="checkbox"/>	Develop job scorecard or objectives for each position. Objectives should be specific, measurable, achievable, realistic and within realm of control, and time bound	
<input type="checkbox"/>	Establish policies and procedures outlining performance management programs	
<input type="checkbox"/>	Train managers and supervisors on how to effectively manage employee performance	
<input type="checkbox"/>	Develop system and schedule for performance documentation, forms, checklists	
<input type="checkbox"/>	Establish performance standards for each employee	
<input type="checkbox"/>	Implement constructive Performance Improvement Plans for under-performing employees	
TRAINING AND DEVELOPMENT, CAREER DEVELOPMENT, SUCCESSION PLANNING		
<input type="checkbox"/>	Ensure training goals and objectives aligned with organizational goals	
<input type="checkbox"/>	Develop array of Training resources that can best meet your needs	
<input type="checkbox"/>	Offer courses on Interpersonal and technical skills	
<input type="checkbox"/>	Consider Tuition reimbursement to encourage continuous learning opportunities	
<input type="checkbox"/>	Succession plan for future skill development and incumbent replacement for retirements, promotions, attrition	
<input type="checkbox"/>	Consider a Mentoring program to assist new employees as well as current employees	
<input type="checkbox"/>	Publish and promote a comprehensive plan for employee training and development. Include formal and informal programs, mentoring, programs for management development, etc.	

BENEFITS		
<input type="checkbox"/>	Identify benefits which are valued by employees so that the organization spends its money on benefits which will be considered worthwhile	
<input type="checkbox"/>	Ensure compliance with California and local PTO/vacation/sick days.	
<input type="checkbox"/>	Insurance policies which provide maximum protection at the lowest possible premium	
<input type="checkbox"/>	Consider Section 125 and Cafeteria Plans to maximize benefit dollars	
<input type="checkbox"/>	Draft and submit Annual "benefits statement"	
<input type="checkbox"/>	Wellness programs which have been proven to reduce health care claims	
<input type="checkbox"/>	Monitor claims to identify factors which lead to premium increases	
<input type="checkbox"/>	Outside resources (<i>i.e.</i> , insurance carriers and brokers) to supplement in-house expertise	
<input type="checkbox"/>	Monitor use of time-off benefits (<i>e.g.</i> , sick leave, vacation) and address abuses	
PAYROLL, COMPENSATION, TAX REPORTING		
<input type="checkbox"/>	Ensure compensation program helps attract, motivate, and retain qualified employees	
<input type="checkbox"/>	Review compensation rates annually to ensure internal equity and external competitiveness	
<input type="checkbox"/>	Develop compensation grid and written compensation philosophy	
<input type="checkbox"/>	Participate in and/or obtain appropriate salary surveys as a source of salary data to determine "market rate" for your jobs	
<input type="checkbox"/>	Create salary administration procedures ensuring that salaries are paid within the framework of the compensation program	
<input type="checkbox"/>	Develop procedures for determining starting salaries for new positions	

<input type="checkbox"/>	Identify and address “problem areas,” e.g., long-term employee paid less than new employees, employee who is paid more than the maximum for his or her job, etc.	
<input type="checkbox"/>	Provide year-end compensation summary to employees	
<input type="checkbox"/>	Develop a hierarchy of titles to ensure internal equity	
<input type="checkbox"/>	Consider incentives to pay for performance and increase employee connection to company profitability, sales, or other indicator	
<input type="checkbox"/>	Consider California pay practices, job descriptions to document gender pay equity, conduct pay equity survey.	
SAFETY AND SECURITY		
<input type="checkbox"/>	Routinely identify and correct safety hazards	
<input type="checkbox"/>	Warn employees of safety hazards and train them how to perform their jobs safely	
<input type="checkbox"/>	Provide on-going communications about workplace safety and health	
<input type="checkbox"/>	Manage workers’ compensation claims, ensuring proper payment of benefits while encouraging quick return-to-work after a work-related injury or illness	
<input type="checkbox"/>	Encourage employees to actively participate in creating a safe and healthy work environment	
<input type="checkbox"/>	Maintain required workers’ compensation and Cal-OSHA records	
<input type="checkbox"/>	Use statistical data to identify and correct injury/illness trends	
<input type="checkbox"/>	Comply with federal and state safety regulations	
<input type="checkbox"/>	Investigate all accidents, including non-injury accidents	
<input type="checkbox"/>	Encourage employees to actively participate in safety programs and proactively work toward maintaining a safe work environment	
<input type="checkbox"/>	Train employees on Emergency Response procedures	
<input type="checkbox"/>	Develop written SB 198 compliant Injury and Illness Prevention Program.	
<input type="checkbox"/>	Develop an emergency contact list for easy communications in case of natural disasters or work shutdowns	