

Whether you're taking over a human resources department, moving into a position within an HR department, or simply looking to optimize the HR processes within your company, it can be helpful to have a set of guidelines as to the highest priority HR functions. While companies may vary widely, there are certain factors that apply across the board when it comes to HR needs.

The following checklist can help you to review compliance with laws, figure out how your company completes certain tasks, and identify what needs to be changed. Please note that this checklist is not all-inclusive and is not intended to be used as legal advice. A qualified employment attorney may be able to provide more specific advice for your company.



Recruitment and Hiring

- Job descriptions are available, accessible, up to date, and ADA compliant
- Position requirements are clearly outlined and available to applicants and employees
- Applications are free from irrelevant and potentially illegal questions, but contain all necessary statements and information
- Communication benchmarks are in place for candidates moving through the hiring process
- Proper authorization is obtained for background checks and screenings conducted on applicants
- Unsuccessful candidates are notified promptly
- Cost per hire is tracked continuously and accurately
- A clear and thorough hiring contract (if applicable) is in place that has been evaluated by an employment attorney
- Interviews are scored for unbiased comparison of candidates
- A system is in place for internal promotions and referrals



On-boarding and Training

- I-9 forms, tax forms, and any other necessary forms are collected within the required amount of time and are stored properly
- An employee handbook is in place and readily accessible to all employees

- Company policies are up-to-date and relevant
- An orientation and on-boarding process is in place that properly prepares new hires
- A consistent training program is in place for each position
- Development opportunities are provided for employees
- Employees are evaluated after training has been completed



Organization of Information

- Employee information is stored securely
- Forms and files are always retained for the required amount of time
- Employees can easily and autonomously change personal information as needed
- Training records are maintained and utilized for promotions and gap analyses
- A reference library of policies is available to employees



Compensation and Benefits

- A fair and consistent pay structure is in place that is in compliance with all relevant labor laws
- Labor law posters are displayed prominently as required
- A payroll service or payroll software is being used to accurately calculate payroll
- Appropriate deductions are being withheld and filed for all employees
- Time and attendance tracking is in place to ensure accurate compensation
- Leave time is being appropriately managed according to the FMLA (if applicable)
- Benefits are provided as required by law
- Benefits and open enrollment are being managed consistently
- A system is in place for tracking and managing paid time off



Workplace Safety

- Safety hazards are communicated with employees and mitigated as much as possible
- OSHA standards are being followed
- Workplace accidents and incidents are recorded and reported
- A crisis or emergency plan is in place
- MSDS sheets are available for every chemical on the premises
- The workplace environment is maintained safely with employee well-being in mind



Performance Management and Evaluations

- A system is in place for regular and consistent performance evaluations
- A multi-step disciplinary system is in place
- A whistleblower policy is in place
- Productivity is evaluated according to position, with clear and relevant systems in place for measuring performance
- Feedback is frequently provided to employees regarding performance



Termination of Employment

- Exit interviews are regularly conducted
- Final paychecks are always provided on time and free from errors
- Departing employees are provided with written information regarding insurance, retirement plans, and severance pay (if applicable)
- Policies are in place for collecting company property from departing employees

If your evaluation yields many unchecked boxes, it may seem like an arduous task to overhaul your company's HR systems. However, HRIS/HRMS software can help you to quickly and easily gain control of your recruitment, organize your employee database and related paperwork, and provide greater transparency throughout your company with regard to policies.

HR Payroll Systems' Software Specialists can help to get you on the path to selecting a new software solution without the hassle. Simply use the checklist above to figure out where your company needs help and our experts will do the rest, connecting you with top vendors that will assist you in updating your systems so you can be on your way to better managing your HR needs.