



Great HR Practices Checklist

Here's a quick checklist to see if you have your HR act together. Do You?

- Dedicated to improving HR practices
- Powerful hiring process
- Use of skills testing and personality assessments
- Extensive background checks
- Team interviewing
- Powerful onboarding/orientation process
- Continuous training of management- compliance and leadership
- Sexual harassment training for all managers and employees
- Up-to-date employee handbook and personnel policies
- Proper use of offer letters and contracts
- Compliance with wage and hour obligations
- Powerful retention/turnover prevention strategies
- Powerful performance management system
- Employee surveys and focus groups
- Proper discipline and termination techniques
- Proper handling of employee complaints
- Creating a positive employee experience
- Regular scorecarding or reporting of HR status
- Auditing compliance practices
- "Hotline" support from experienced employment lawyers
- Purchase of employment practices liability insurance

