

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

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