



Empower Your Workforce: The Ultimate HR Checklist for Success

RECRUITMENT & HIRING

- Job Descriptions:** Review and update job descriptions regularly.
- Job Posting:** Post job openings on appropriate job boards and company website.
- Application Process:** Standardize application forms and procedures.
- Interview Process:** Develop Interview questions.
- Background Checks:** Conduct necessary background checks and verify references.
- Offer Letters:** Prepare and send offer letters and employment contracts.

ONBOARDING

- New Hire Paperwork:** Complete W-4, I-9 and state-specific forms.
- Employee Handbook:** Provide and review the employee handbook.
- Orientation:** Schedule and conduct orientation session.
- Workplace Safety:** Ensure new hires have necessary equipment and access to systems.

EMPLOYEE RECORDS

- Personnel Files:** Maintain up to date personnel files for all employees.
- Confidentiality:** Ensure confidentiality of sensitive employee information.
- Record Retention:** Adhere to record retention policies and legal requirements.

COMPENSATION & BENEFITS

- Payroll:** Set up new hires in the payroll system and ensure timely and accurate payroll processing.
- Benefit Enrollment:** Enroll new employees in health, dental, vision, and other benefit plans.
Vacuum or sweep the floors.
Pick up and put away clutter.
- Compensation Plans:** Regularly review and update compensation structures.

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COMPLIANCE

- Labor Laws:** Stay updated on federal, state and local labor laws.
- Posters & Notices:** Display required labor law posters.
- Safety Regulations:** Ensure compliance with OSHA and other safety regulations.
- Equal Employment Opportunity:** Implement and enforce EEO policies.

EMPLOYEE RELATIONS

- Policies and Procedures:** Develop and update HR policies and procedures.
- Conflict Resolution:** Implement procedures for handling employee grievances and disputes.
- Performance Management:** Develop performance evaluation systems and

TRAINING & DEVELOPMENT

- Training Programs:** Offer training and development opportunities for employees.
- Compliance Training:** Ensure employees complete required compliance training.
- Career Pathing:** Develop and communicate career path opportunities.

LEAVE MANAGEMENT

- Leave Policies:** Implement and communicate leave policies (sick leave, vacation, FMLA).
- Leave Requests:** Process and track employee leave requests.

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SEPARATION & OFFBOARDING

- Exit Interviews:** Conduct exit interviews with departing employees.
- Final Pay:** Ensure final paychecks are accurate and timely.
- Return of Company Property:** Collect company property and disable access to systems.

HR METRICS & REPORTING

- HR Analytics:** Track and analyze key HR metrics (turnover, time-to-hire, etc.).
- Reporting:** Prepare and present regular HR reports to management.

EMPLOYEE ENGAGEMENT

- Surveys:** Conduct regular employee engagement surveys.
- Wellness Programs:** Implement wellness initiatives and programs.
- Recognition Programs:** Develop and maintain employee recognition programs.

HR TECHNOLOGY

- HRIS:** Utilize an HR Information System for efficient management.
- Software:** Ensure HR software is up-to-date and meets company needs.

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