HR Checklist

This checklist will help you determine in about 5 minutes the effectiveness and compliance of your Human Resource functions. The following list of questions is not meant to be comprehensive to every organization, merely a representation of the types of questions that may be asked in a hearing, an HR audit, by your attorney, and/or by an inspector (OSHA, Immigration, etc.) If you do not know what some of these items are, or find yourself answering no to many of the questions, please call Alternative HR today to schedule a free 30 minute consultation. 717-855-5589

Operations

- What are the Vision, Mission, & Values of your organization? Do employees know them?
- Are HR goals/ strategies in line with those of the overall organization?
- Are workweeks identified and defined?
- Are full-time and part-time hours/ shifts defined?

Hiring

- Do job descriptions exist and are they up to date?
- Are I-9 forms and acceptable documentation reviewed bi-annually?
- Are job openings posted/ offered to current employees?
- Are applicant references checked? Are Criminal Backgrounds checked?
- Are drug screens required? Do you have a Substance Abuse Policy?
- Are turnover rates monitored?
- Are all applicants required to complete and sign an application form?
- Are you asking legal interview questions? Are Behavioral questions asked?
- Are applicants asked to voluntarily identify their affirmative action information?
- If applicable, do application forms identify that the employment relationship at the organization “at-will”? 
- Do employment applications refrain from requesting protected information?
- Are independent contractors and exempt/ non-exempt employees accurately identified?
- If the organization has a qualifying federal contract, is there an affirmative action plan?
- Are new hires reported to the state and IRS? Do new employees fill out W-4 and W-11 forms?
- Are workplace policies in place (for example, EEO, Harassment, Safety, Attendance, etc…?)
- Are policies communicated and enforced?
- Is there an employee handbook?
- Is the employee handbook specific to your workplace and up to date?
- Are all employees trained on discrimination and harassment issues?

Compensation & Benefits

- Are compensation levels/ plans monitored and reviewed annually (consider Lily Ledbetter Act?)
- Are employees correctly designated as exempt or nonexempt per FLSA?
- Are Independent Contractors correctly identified?
- Is there a formal pay structure? Is performance tied to compensation?
- Is working time documented/ how?
- Are paid time off (vacation, holidays, etc) structures developed?
- Are non-exempt employees compensated at least one and one-half times their hourly wage for any hours worked beyond 40 (including bonuses?)
- Is the compensation plan communicated to all employees?
- Are benefit plans reviewed annually?
- Are employees informed/ oriented regarding their benefits?
- Are Summary Plan Descriptions provided to plan participants?
- Are general COBRA notices provided to plan participants?
- Are employees allowed up to 12/ 26 weeks of leave under the FMLA?
- Are plan documents in compliance with ERISA?
- Are supervisors and managers trained to report employee absences of more than three days to management for FMLA purposes?
- Are all Form 5500s completed and reported?
- Are Total Compensation letters provided?
- Are Open Enrollment Meeting held?
- Have you determined how the HCRA will impact your organization?
- Are minors prohibited from working more than their hours allowed by the Fair Labor Standards Act?
- Are final paychecks provided on time?

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Employee relations

- Is there an Open Door Policy?
- Is there a system for performance evaluation? Are you aware of the different types of evaluations?
- Does the system check for effectiveness of the evaluation?
- Are disciplinary actions for violating workplace policies flexible? Does documentation exist for each incident?
- Is there a process for employees to lodge complaints?
- Are there a variety of individuals to whom employees may lodge complaints (supervisor, HR representative)?
- Are employment practices in line with the various anti-discrimination laws?
- Are effective policies in place that prohibit retaliation against employees who exercise their rights?
- Are supervisors and managers trained in anti-discriminatory practices?
- Do exit interviews take place?
- Does a member of management evaluate each termination before it takes place?

Safety, Security and Worker's Compensation

- Are safety hazards reported to the appropriate personnel?
- Has a Safety Committee been established? Do you have an Emergency Response Plan?
- Are workplace accidents, near-misses, injuries, and illnesses reported and investigated?
- Is bright, effective lighting installed indoors and outdoors?
- Is there a reliable response system in place in the event an alarm is triggered?
- Are employees encouraged to promptly report incidents, and suggest ways to reduce or eliminate risks?
- Are structures readily accessible to disabled employees?
- Are minors prohibited from performing hazardous work?
- Are employees utilizing Powered Industrial Equipment/Technology properly certified?
- Are MSDS sheets available for every chemical in the building (including cleaning supplies?)
- Is the PA Right to Know Law, Workers Comp Bureau Information, and Panel Provider List posted and distributed to all new hires?
- Are ALL injuries/incidents investigated?
- Is follow-up remediation performed where appropriate?
- Is regular contact made with employees out on lost time?
- Are return-to-work programs checked for effectiveness?
- Is contact made with medical providers?
- Are insurance premiums and competitive quotes reviewed on a periodic basis?
- Is the workplace environment maintained with safety in mind?
- Are state (new and existing) requirements monitored?

Record keeping and other documentation

- Are personnel files current?
- Are items with medical or protected information kept in a separate, locked location?
- Are all federal and state labor posters displayed in a conspicuous place?
- Are documents regarding employees kept for their required duration (application, personnel files, payroll, I-9’s, etc...?)