



## HR Assessment

<b>Available Assessment Topics</b>
<p><b>Overall HR Compliance</b></p> <ul style="list-style-type: none"> <li>Review for discriminatory practices, policies &amp; compliance (ADA, EEO, Sexual Harassment, AAP, OSHA, etc.)</li> </ul>
<p><b>Handbook</b></p> <ul style="list-style-type: none"> <li>Review current handbook for compliance, consistency, readability, best practices, etc.</li> </ul>
<p><b>Personnel Files and Employee Documents</b></p> <ul style="list-style-type: none"> <li>Audit 15 - 20% of existing active personnel files for compliance (I-9's, EEO, ADA, etc.), appropriate documentation and recordkeeping practices</li> </ul>
<p><b>Forms</b></p> <ul style="list-style-type: none"> <li>Review all HR-related forms for compliance, business need and efficiencies (application, at-will statements, confidentiality statements, reference checks, leaves of absence, status changes, etc.)</li> </ul>
<p><b>Job Descriptions</b></p> <ul style="list-style-type: none"> <li>Review current job descriptions for ADA compliance, formatting, and accuracy</li> </ul>
<p><b>Recruiting</b></p> <ul style="list-style-type: none"> <li>Review current staffing needs</li> <li>Review current recruiting sources, process, and results</li> </ul>
<p><b>Hiring Practices</b></p> <ul style="list-style-type: none"> <li>Review processes for compliance, efficiencies and results           <ul style="list-style-type: none"> <li>◆ Interviewing process, testing tools and techniques</li> <li>◆ Reference checks, background checks and credit checks</li> <li>◆ New hire orientation and transition</li> </ul> </li> </ul>
<p><b>Affirmative Action Plan</b></p> <ul style="list-style-type: none"> <li>Review current documents and requirements for compliance</li> <li>Review current processes required for an AAP (applicant tracking, promotions, new hires, terminations)</li> </ul>
<p><b>Drug and Alcohol Testing</b></p> <ul style="list-style-type: none"> <li>Policy, process and practice compliance</li> </ul>
<p><b>Benefit Programs</b></p> <ul style="list-style-type: none"> <li>Review current programs, design features, and costs and compare to trends and best practices (health and welfare programs, time off, retirement, etc.)</li> <li>Review processes for new hires, changes, leaves of absence, terminations, COBRA, etc.</li> </ul>
<p><b>Compensation (Base Pay and Incentive Pay)</b></p> <ul style="list-style-type: none"> <li>Review program documents, wage and hour compliance (i.e. exempt/nonexempt status), overtime, internal equity, competitiveness, etc.</li> </ul>
<p><b>Performance Management</b></p> <ul style="list-style-type: none"> <li>Review current program, processes, forms, results, link to pay (if applicable) and consistent application</li> </ul>
<p><b>Leaves of Absence</b></p> <ul style="list-style-type: none"> <li>Review of processes, forms, policy and compliance (FMLA, pregnancy, military, etc.)</li> </ul>
<p><b>Workers' Compensation</b></p> <ul style="list-style-type: none"> <li>Review workers' compensation process, documentation, light duty program, and results</li> </ul>
<p><b>Training</b></p> <ul style="list-style-type: none"> <li>Review current training requirements, programs, and documentation (OSHA requirements, best practices, etc.)</li> <li>Review past and future leadership training activities and results</li> </ul>
<p><b>Termination</b></p> <ul style="list-style-type: none"> <li>Review current processes and documentation (notification, references, unemployment claims, COBRA, etc.)</li> </ul>
<p><b>Required Postings</b></p> <ul style="list-style-type: none"> <li>Verify current Federal and State postings in all locations (supply updated postings as needed)</li> </ul>
<p><b>Safety Program</b></p> <ul style="list-style-type: none"> <li>Review Accident Prevention program for compliance</li> </ul>
<p><b>HR Staffing</b></p> <ul style="list-style-type: none"> <li>Review current and future workload and staffing (internal and/or outsourced) required to manage HR-related activities</li> </ul>