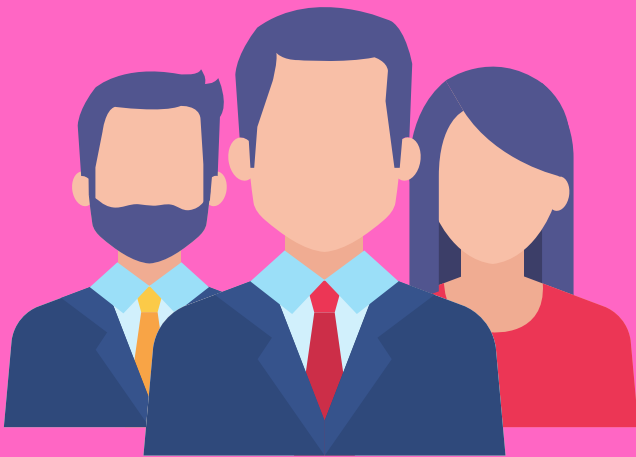


THE ULTIMATE HUMAN RESOURCES CHECKLIST

For small businesses



IT'S TIME TO GET ORGANISED

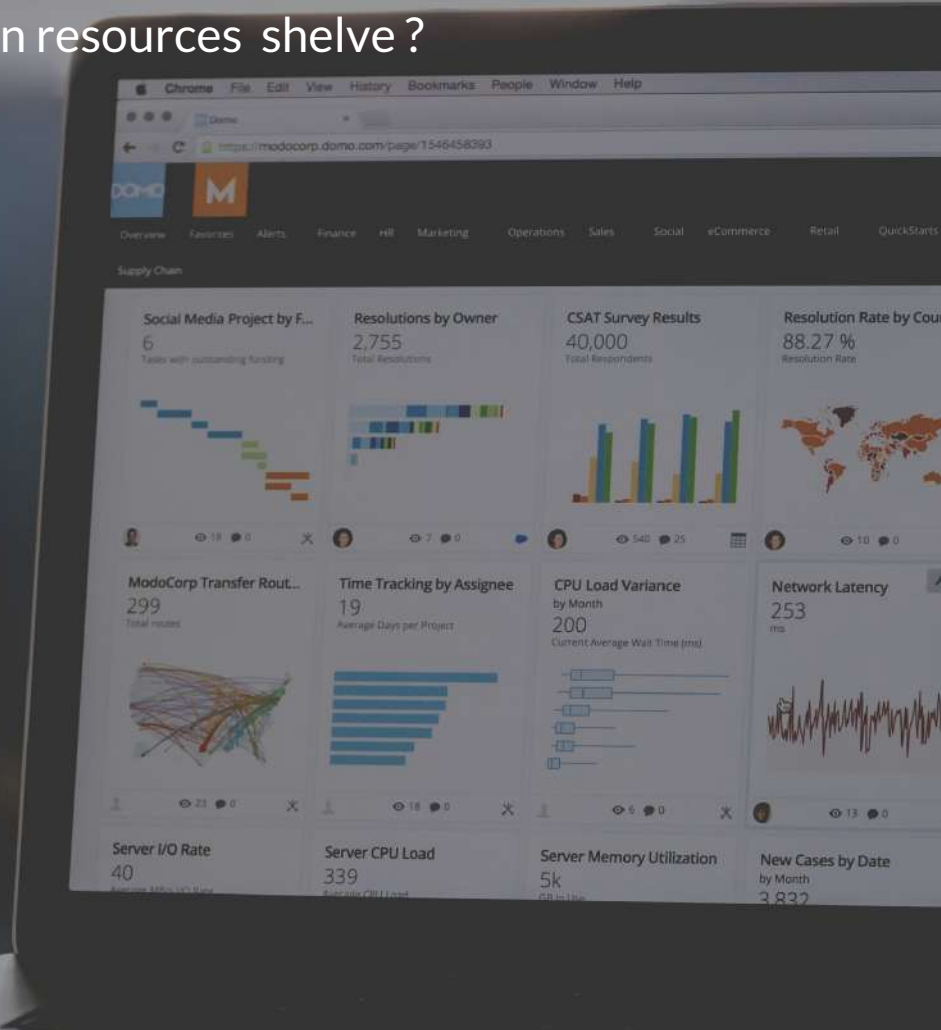
Don't know where to start when it comes to organising your work area on the human resources shelf?

Here are some trails for you to follow !

IT'S TIME TO GET ORGANISED

Don't know where to start when it comes to organising your work area on the human resources shelf ?

Here are tips on how or where to begin !



HUMAN RESOURCES ISN'T A THING WE DO, IT'S THE THING THAT RUNS OUR BUSINESS.

Businesses have a lot of work and in the rush of everyday business, it's difficult to take time and build a solid HR department strategy. It is necessary and valuable asset which keeps your company organized while you grow and handle internal issues that are bound to crop up when you least expect them. But how do you create that? What steps do you need to follow?

You will find this checklist split into six areas to help you create:

- Compliance: Obeying and staying within the rules.
- Compensation: Salary of employees.

- Payroll: Calculating and distributing wages and taxes of employees.
- Recruiting: Hire the right person for a vacancy.
- .Onboarding: Organizational socialization.
- Performance: Contribution of individuals or teams to the organization's strategic goals

1. Compliance:

Employers that care about their people gain a reputation as a great place to work, attracting amazing talent to their ranks.



Ethical behavior:
Policies for harassment and workplace safety. Additional conduct guidelines to develop a healthy culture.

- Employment at will:
Rights of employees.Expectations of employees.
- Right to change policies:
Inform employees about your right to change policies.Mechanisms used to inform employees about these changes.
- Document Storage and Audits:
Collection of needed signatures.Storing signed documents.

2. Compensation:

Compensation is a vital part of human resource management, which helps in encouraging the employees and improving effectiveness.

- Pay ranges:
Starting pay for each position based on labor market trends.

Employees room to grow in their salary.Reviewing compensation.

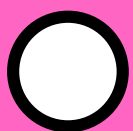


Benefits:

Covering the benefits required by federal and state law. (unemployment insurance, disability insurance, workers' compensation, etc.)Strategy for complying with the Affordable Care Act.Employees expectations on benefits.Offering of benefits and perks.

3. Payroll:

A payroll system involves everything that has to do with the payment of employees and the filing of employment taxes.

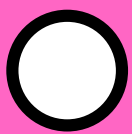


Dividing Responsibilities:

Use of technology to process your payroll.Employee responsible for overseeing payroll.Outsourcing your payroll process.

4. Recruiting:

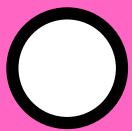
Recruitment is the process of identifying, attracting, interviewing, selecting, hiring and onboarding employees.



Hiring strategy:

Managers request for new hires.

Approving requests for new hires.



Diversity:

Non-discriminatory hiring. Screening for candidates

that match your organization's values. Finding candidates representing

a diversity of backgrounds and life experiences.

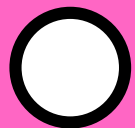
5. Onboarding:

Employee onboarding is about integrating a new employee with a company and its culture.



Orientation:

Essentials needed to cover during orientation. Introducing new hires to your culture. Documents for new hires to read and sign before 1st day.

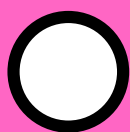


Training:

Resources need to train new hires. Follow up of new hires.

6. Performance:

Employer must allow employees to develop their skills and provide them appropriate feedback for improvement. This can be accomplished by keeping personnel files and establishing a performance evaluation process.



Assessing performance:

Provide structure to assess and report performance. Record and track employee goals. Reviewing and updating employee compensation.

That's it!

By completing these actions, you'll be well on your way to creating a high-quality client list with a solid marketing strategy, a professional-looking brand, a website that works and a communications plan to increase your visibility.

For more downloads and marketing resources
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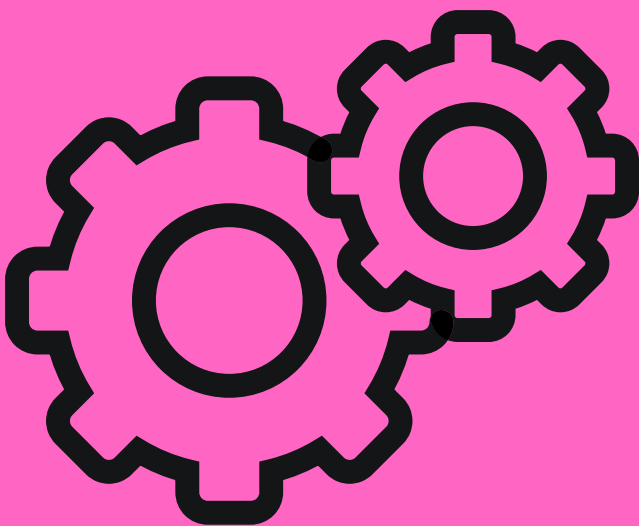
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About BLL

BLL (Business Leadership League) is a community of aspiring businesses. The businesses which want to grow, scale-up and create value for all stakeholders

If you are looking for growth, this is the right platform and network for you.

In the new order, the way of doing business has gone through a drastic shift....so how do you cope up. You need to be a part of business ecosystems to unleash the power of collaboration.



Your network is your net worth, so Join the BLL community today for opportunities to- To Network and generate leads

To get access to relevant business tips

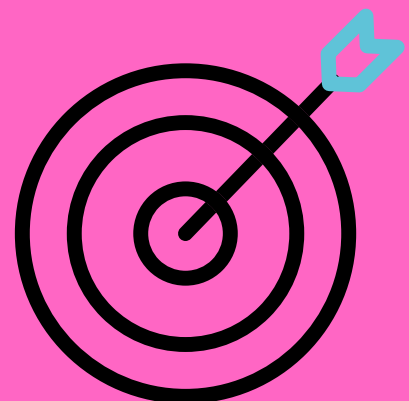
To access business meets

To get access to business services

To grow together and contribute to each other

Let's share our stories.

Let's join hands and reinvent ourselves to stay relevant.



BLL BUSINESS LEADERSHIP LEAGUE

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