

Marrek Solutions Inc.

your employee selection & development experts

Your Human Resource Checklist

By Audie McCarthy

In last month's article, I wrote about a number of things to consider when thinking about your HR plan. I wrote about making a decision as to whether to outsource the HR function or keep it in house. Regardless of which way you decide to go, your HR Plan should have the same components. Use this checklist as a resource to ensure you have considered the following components.

Human Resource Checklist

The Company

- | | | |
|---------------------------------------|-----|----|
| 1. Do you have a vision? | Yes | No |
| 2. Do you have values? | Yes | No |
| 3. Do you have an organization chart? | Yes | No |

The Positions

- | | | |
|---|-----|----|
| 4. Do you have job descriptions or contracts? | Yes | No |
| 5. Do you have a performance management system? | Yes | No |
| - Standard appraisals? | Yes | No |
| - Progressive discipline procedures? | Yes | No |

Recruitment

- | | | |
|--|-----|----|
| 6. Do you have a recruitment strategy? | Yes | No |
| 7. Do you have a method to pre screen resumes? | Yes | No |
| 8. Do you have a formal interview process? | Yes | No |
| 9. Do you do reference checks? | Yes | No |

Orientation

- | | | |
|---|-----|----|
| 10. Do you have a documented orientation program? | Yes | No |
| 11. Do you have a new hire training program? | Yes | No |

Training & Coaching

- | | | |
|--|-----|----|
| 12. Do you have a training & development plan? | Yes | No |
| 13. Do you have succession planning? | Yes | No |

Retention Strategy

- | | | |
|---|-----|----|
| 14. Do you have a positive employee relations program? | Yes | No |
| 15. Is your Compensation & Benefits Plan working for you? | Yes | No |
| 16. Do you do Retention and Exit Interviews? | Yes | No |