



# HR Operations & Consulting, LLC

Mitigating Risk. Maximizing People Potential

## 1. Interviewing, Selection & Hiring

- Are you asking illegal or potentially discriminatory interview questions?
  - Do you have a structured interview process for each job?
  - Do you have an interview guide with scoring criteria?
  - Do you have anti-discrimination safeguards?
  - Are your job postings accessible and compliant with local, state, and federal laws regarding fair employment practices and transparency in hiring?
  - Are you tracking a variety of hiring metrics?
- 

## 2. Onboarding

- Do you have a formal onboarding plan and consistency across job types/levels with general and role-specific training?
  - Are you compliant with all required employee tax forms, I-9 verifications, e-verify requirements and state-mandated paperwork?
  - Do you require new-hire signatures for policy acknowledgements?
  - Do you have a new-hire check-in process?
  - Do you collect data on the overall new-hire experience?
- 

## 3. Performance Management

- Do you use a formal system to track performance reviews and goals?
  - Do you document performance conversations or are they typically only verbal?
  - Is there a formal process for performance improvement/development?
  - Is there a clear linkage between performance, development and rewards?
  - Do you ask employees to self-assess?
  - Do you measure manager effectiveness?
- 

## 4. Compensation

- Do you benchmark pay to market rates?
  - Do you have documented pay structures and bands/ranges?
  - Do you conduct regular pay equity analyses?
  - Are merit increases tied to measurable performance criteria?
  - Do you have a formal compensation philosophy and/or communication strategy?
  - Is there a formal and equitable framework around bonus eligibility, and are you clear on the important difference between discretionary and non-discretionary bonuses?
-

## 5. Terminations

- Do you have a documented termination procedure and process?
  - Is HR and/or an employment attorney (or general counsel) involved in each termination?
  - Do you have consistent exit conversations and severance policies?
  - Is final pay issued within legal timeframes?
  - Do you have appropriate documentation for each termination?
  - Do you track and/or analyze turnover trends to identify patterns and causes?
  - What is your process for handling unemployment claims and state-specific requests for information?
- 

## 6. Benefits

- Are you meeting ACA and/or other federal/state requirements regarding benefits?
  - Are you meeting COBRA or state continuation coverage requirements?
  - Do you have comprehensive and up-to-date benefits enrollment materials?
  - Do you track eligibility dates for new hires?
  - Do you measure benefits utilization and employee satisfaction?
  - Do you benchmark your benefits offerings to the market/competitors?
  - Are you compliant with ERISA and 401(k) requirements?
  - Are you compliant with workers compensation insurance requirements?
  - Are you compliant with state-specific paid family/medical leave requirements?
- 

## 7. Employment Law Compliance

- Are you compliant with EEOC-required posters or notices?
  - If you utilize independent contractors in your workforce, are you sure they're not misclassified according to both federal and state-specific guidelines?
  - Are you compliant with state-specific training requirements and documentation?
  - Are you considering state-specific requirements for remote employees?
  - How do you track the landscape of everchanging laws at the state and federal levels?
  - Are your employees properly classified as exempt / non-exempt based on FLSA requirements, and are you compliant with minimum pay requirements at the federal and/or state-specific levels?
  - Are you compliant with state-specific overtime pay regulations?
  - Are you compliant with state-specific break/meal laws?
- 

## 8. Payroll Compliance

- Are you properly registered with all applicable local, state and federal tax agencies?
  - Are you compliant with all applicable local/state/federal payroll tax filings and payments?
  - Do you have miscalculated earnings, deductions, taxes?
  - Are you compliant with state-specific final paycheck laws?
  - Do you have internal controls for payroll accuracy and fraud prevention?
-

## 9. Time Off / Leave

- Are your PTO and sick leave policies compliant across multiple states?
  - Do you have a documented policy and process for FMLA or state leave requests?
  - Are you appropriately tracking FMLA eligibility for remote workers?
  - Are you compliant with state-specific PTO payout laws upon termination?
  - Do you track PTO / leave and analyze patterns?
- 

## 10. Job Descriptions

- Are any job descriptions outdated or missing?
  - Are duties aligned with actual work being performed?
  - Are your job descriptions compliant with ADA?
  - Is there a clear link between job descriptions and performance reviews?
  - Are your roles aligned to company strategy and growth?
- 

## 11. Timekeeping

- Are your non-exempt employees tracking all time worked?
  - Is overtime tracked and calculated correctly based on state-specific regulations?
  - Do you have a process for correcting timesheet errors and ensuring overall accuracy?
  - Do you analyze time data to improve productivity/scheduling?
- 

## 12. Cross-Functional Applicability

- Do you have a formal competency model, and is it integrated into every part of the employee lifecycle?
  - Do you measure employee engagement, wellbeing, satisfaction and overall sentiment?
  - Do you have formal training and development plans?
  - Is your people data easily accessible for review, reporting and analysis?
-