



515-216-4377

www.HRExcellenceConsulting.com

Is Your Business HR-Ready?

Take the 2-Minute HR Checkup

As your business grows, HR can get complicated quickly. Answer these 12 questions to see where your HR foundation is strong—and where you may want to take a closer look.

Answer YES or NO:

1. Employee Handbook

Has your employee handbook been reviewed and updated recently?

2. Employee Policies

Do your written HR policies reflect how your business actually operates today?

3. Hiring & Onboarding

Do you have a consistent hiring and onboarding process that managers follow?

4. Employee Records

Are employee records, required forms and documentation complete, organized and stored appropriately?

5. Job Descriptions

Do your employees have current job descriptions that accurately reflect their responsibilities?

6. Performance Management

Do managers consistently document performance concerns, coaching and disciplinary actions?

7. Employee Complaints

Would your managers know what to do if an employee reported harassment, discrimination or another serious workplace concern?

8. Leave & Accommodations

Do you have a consistent process for handling employee leave and accommodation requests?

9. Compensation & Classification

Are your employees appropriately classified and your compensation practices are consistent?

10. Manager Training

Have your managers been trained on how to handle common employee issues and when to involve HR?

11. HR Responsibility

Is it clear who is responsible for HR—and does that person have the knowledge, time and resources to handle it effectively?

12. Growth

As your business adds employees, locations or employees in other states, do you have a process for evaluating how your HR requirements may change?

Mostly YES?

Your HR foundation appears to be in good shape. As your organization grows and changes, periodic reviews can help you stay on track.

A Few NOs?

You may have some HR gaps worth addressing before they become bigger issues. HR Excellence Consulting can help you prioritize where to start.

Several NOs—or Not Sure?

That's a good indication it may be time for an HR conversation. You don't have to fix everything at once. We can help identify which areas deserve attention first.