



High Performing HR Year-End Checklist

RECRUITMENT

- YES NO MAYBE Our **Recruitment strategy** and budget is reviewed and updated annually to ensure effectiveness.
- YES NO MAYBE We use a *validated* **Candidate Selection Tool** to ensure a strong fit with the behaviors critical for success in our roles.
- YES NO MAYBE Our **online presence** is well managed, and we respond to all candidate and employee feedback in a timely manner (on pages such as GlassDoor).
- YES NO MAYBE We present a strong and consistent **Employer Brand** across social media, our company website, job postings, etc.

HR OPERATIONS

- YES NO MAYBE Our **Employee Handbook** has been reviewed and updated with necessary federal, local, or state specific regulation changes within the last year.
- YES NO MAYBE Our **Employment Application** contains applicable EEO, ADA, At-Will statements and complies with state law regarding questions related to prior convictions and/or salary history.
- YES NO MAYBE Each of our work locations contains the necessary **Federal and State Labor Law Postings** and we are notified of changes by our provider.
- YES NO MAYBE **Federal I-9 Forms** are accurately completed for all employees within the required timeframe and maintained separately from employee files.
- YES NO MAYBE All **Managers and Supervisors have been trained** on the Essential Skills necessary to recruit, manage and retain employees while maintaining compliance and engagement.
- YES NO MAYBE All staff have been trained on and reminded of our commitment to a **workplace free from Harassment** and are aware of the appropriate reporting procedures annually.

COMPENSATION

- YES NO MAYBE Each of our positions has an up-to-date and complete **Job Description**, including language specific to the Americans with Disabilities Act (ADA) and Equal Employment Opportunity Commission (EEOC).
- YES NO MAYBE Our Compensation Practices have been reviewed to ensure **compliance with the Fair Labor Standards Act (FLSA)** regulations on Exempt and Non-Exempt Classification and Overtime rules.
- YES NO MAYBE Our **Compensation Philosophy** is well-known and we have completed a Market Analysis of pay rates for key roles within the past two years.
- YES NO MAYBE Our **Salary and Merit** budgets are reviewed and updated annually to ensure effectiveness and competitiveness.

If you answered **No** or **Maybe** to any of the above questions, you may benefit from PROXUS' Human Resource Management services. For more information, please submit your completed form to Matt Roessler at mroessler@proxushr.com or 215-654-9190 (fax), or contact Matt directly at 215-654-9140 ext. 409.

Name: _____	Company: _____
Email: _____	Phone: _____