

HR Checklist:

Fundamentals Every Workplace Needs

Managing your company's HR policies and procedures can be a significant undertaking.



Ensure you're on the right track by completing this brief checklist that reflects 360 degrees of fundamentals for HR success.

 Denotes must-have items.

Talent Acquisition

Item	Yes — We've Got It!	No - We Don't Have It
Employer branding		
Employer value proposition		
Targeted sourcing		
Integration of IDEA lens		
Candidate experience and relationship management		

Recruitment & Selection

Item	Yes — We've Got It!	No - We Don't Have It
Streamlined recruitment process		
 Accurate and inclusive job descriptions and postings		
Targeted job advertisements		
 Robust candidate screening		

Onboarding & Orientation

Item	Yes — We've Got It!	No - We Don't Have It
Well-structured onboarding programs		
Intro to organizational culture, values, and policies		
Training and resources for new employees		
Performance Management: (Goal setting, evaluations, feedback, etc.)		

Learning & Development

Item	Yes — We've Got It!	No - We Don't Have It
Training programs and workshops		
Mentoring, coaching, and growth opportunities		
Access to resources for skill enhancement		

Employee Engagement

Item	Yes — We've Got It!	No - We Don't Have It
Employee recognition programs		
Team-building activities		
Wellness initiatives		
Effective communication channels		

Employee Relations

Item	Yes — We've Got It!	No - We Don't Have It
Conflict resolution		
Disciplinary actions		
Grievances and claims		
Terminations and reasonable termination packages		

Compensation & Benefits

Item	Yes — We've Got It!	No - We Don't Have It
Competitive and fair total compensation structures		
Incentives, bonuses, and benefits packages		

Work-Life Balance

Item	Yes — We've Got It!	No - We Don't Have It
Policies supporting work-life balance and well-being		
Flexible working arrangements		
Paid time off and family-friendly initiatives		

Diversity & Inclusion

Item	Yes — We've Got It!	No - We Don't Have It
Diversity training and unbiased hiring practices		
Employee resource groups		
Inclusive culture that values different perspectives		

Compliance

Item	Yes — We've Got It!	No - We Don't Have It
! Employment agreements, contracts, and letters		
! Up-to-date policies, procedures, and handbooks		
! Legislative compliance & risk management		

Health & Safety

Item	Yes — We've Got It!	No - We Don't Have It
! Occupational health and safety measures		
! Compliance with regulations		
! Safety training and a safe work environment		

Succession Planning

Item	Yes — We've Got It!	No - We Don't Have It
Development of high-potential employees		
Succession planning strategies		
Career advancement opportunities		


Employee Feedback & Surveys

Item	Yes — We've Got It!	No - We Don't Have It
Feedback channels		
Employee surveys and interviews		
Suggestion programs		

HR Technologies

Item	Yes — We've Got It!	No - We Don't Have It
HRIS, ATS, and other technology solutions		
Automated administrative tasks		

Off boarding

Item	Yes — We've Got It!	No - We Don't Have It
Exit interviews		
Knowledge transfer		
 Necessary paperwork & documentation		

Workplace Investigation

Item	Yes — We've Got It!	No - We Don't Have It
Clear complaint/incident reporting procedure		
Formalized workplace investigation processes		
Expert in-house workplace investigator		
Guidelines and templates for the investigation		

Terminations

Item	Yes — We've Got It!	No - We Don't Have It
Legally compliant termination documents		
Plan and procedure for termination meeting & logistics		
Process to retrieve company equipment & cut access		
Communication plan to staff about exiting employee		

Checklist Results

Noticing any gaps on 'Must Have' items?

Looks like there's a bit of work to do on your HR framework!

Good news: you don't need to do it alone.

With a Fractional HR partner like MaxPeople, **You Can Have It All.** Our suite of experts are ready to help you enhance your workplace culture, compliance, and connection through solutions tailored to you.

Whether you need a little or a lot of help, our team is here to support. Tap into the company culture of your dreams!

Contact us today!

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