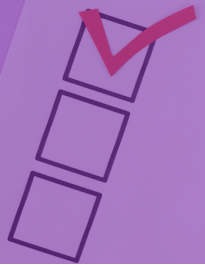


HR Checklist: Fundamentals Every Workplace Needs



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		

HRPA Members Get:



As an HR professional, you're constantly balancing the strategic with the everyday—and making it look effortless. At *MaxPeople*, we recognize the expertise and dedication that it takes. That's why we're here to help lighten your load and elevate your impact, with services designed to support and strengthen your HR function.



Here's how we partner with HR leaders like you:

Preferred Pricing for HRPA Members On:

Training Solutions

From customized leadership coaching to team building and communication, our Training solutions empower your people to exceed expectations, strengthen company culture, and drive growth. Led by our Facilitation Mavens, sessions are engaging, practical, and tailored to your organization's needs.

Recruitment Services

Work with our Recruitment Warriors to build high-performing teams. We offer:

- Project-Based Recruitment
- Resume screening, interview guides, and assessments
- Retained & Executive Search
- Recruitment Process Outsourcing (RPO)

Career Transition Services

Support employees impacted by terminations with a compassionate, structured offboarding experience. Our virtual CTS program includes 5–6 one-hour sessions over three months to help individuals evaluate their options, build a plan, and move forward with confidence.

Workplace Investigations

Partner with expert investigators to resolve sensitive issues quickly and fairly—while protecting your people and culture.

- Discreet, people-focused
- Clear, actionable results
- Customized to your workplace

Employment Law Support

Our Legal Eagles offer proactive, business-focused guidance to help you stay ahead of workplace challenges, including:

- Employment, agreements
- Terminations & severances
- Disability & accommodation
- Harassment, discrimination, & more

Complimentary 30-Minute Consultation



Have a legal question that's been keeping you up at night? Navigating workplace legislation, contracts, or compliance risks? Use this complimentary 30-minute consultation to talk through a complex issue, gain clarity on your obligations, or explore your options with a trusted legal expert. **Scan the QR Code and fill out the form to register for your consultation.**



Got Questions?



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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