



# HR Checklist

Use this Checklist to help you discover what you have, what you need, what works for you and what doesn't work with your current HR strategy.

We can help you focus on these areas:

- People Development
- Performance Management
- Culture & Engagement
- Compliance

## People Development

- ☐ Hiring process that works to find the best people for your team
- ☐ Onboarding to ensure that your new hires are set up for success
- ☐ Comprehensive job descriptions
- ☐ Annual Performance Reviews and goal setting for each employee

## Performance Management

- ☐ Policies and procedures
- ☐ Objective and standardized performance management process
- ☐ Training and professional development opportunities
- ☐ Leadership training
- ☐ Understanding the requirements for performance improvement plans and disciplinary action plans based on performance
- ☐ Process for leave of absences, resignations and terminations

## Culture & Engagement

- ☐ Company has a clear mission, vision and core values
- ☐ Team building

## Compliance

- ☐ Human Resources Information System in place
- ☐ Health & Safety policies and documents

**Invest in your people, reap the rewards.**

**Where your  
business takes you**  
We have you covered

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