

HR Risk Assessment



As you add employees, the complexity of your business grows and regulations change with more people on the payroll. Now is the time to set a great HR foundation for your business. Consider the following 11 questions to help identify areas for HR improvements to reduce risk:

My company has written job descriptions for every position.

True False I'm not sure Does not apply

My managers conduct employment interviews that are compliant with state and federal antidiscrimination laws.

True False I'm not sure Does not apply

My managers know what questions are illegal to ask during an interview.

True False I'm not sure Does not apply

My company has an effective, up-to-date employee handbook in place.

True False I'm not sure Does not apply

My HR department knows how to handle a harassment claim.

True False I'm not sure Does not apply

My company conducts performance reviews on a regular basis.

True False I'm not sure Does not apply

I am aware of my responsibilities with regard to out-of-state employees.

True False I'm not sure Does not apply

My company has discipline and termination practices in place.

True False I'm not sure Does not apply

All employees are correctly classified as nonexempt or exempt.

True False I'm not sure Does not apply

We have a Form I-9 and supporting documentation for every employee.

True False I'm not sure Does not apply

We know how to handle state unemployment claims.

True False I'm not sure Does not apply

If you answered false or not sure to one or more of these HR responsibilities, talk to us about minimizing HR risk. Contact our team of professional HR experts to begin a discussion on the state of HR in your business and the services that can fill in the gaps.