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|  | **ADVANTAGE PROFESSIONAL SERVICES INC.**  **EXECUTIVE SEARCH & Business SOLUTIONS**  ***Specializing In The Energy Industry***  **recruitment  ABORIGINAL RELATIONS**  **GOVERNANCE  RISK & COMPLIANCE** |

Description:

Organizations will find this sample HR checklist helpful to identify needs for improvement and enhancement for your people management. One way to ensure that all important areas are included is to develop an HR checklist. This checklist will be very valuable to organizations who do not have a full time HR professional. It is also a very good tool to assign roles & responsibilities throughout the organization for people management. From this checklist you can begin writing your policies and procedures for each of these areas. See our Policies section for samples or call us for addition assistance.

Recruitment & Selection

* Are there job descriptions for each position within the organization?
* Are all job descriptions up to date for each position?
* Are current employees made aware of job openings within the organization?
* Does the company use job advertisements. If not, check out Indeed.ca/Linked In/Job Boards to advertise your jobs.?
* Are our salary/benefit compensation packages competitive. (salary surveys, job adds)
* Do application forms refrain from asking information that is prohibited?
* Are unsuccessful candidates notified that the position is filled?
* Are all new hires reported to the CRA-do I have SIN# for each employee & TD-1 for current year?
* Are the references and professional certifications of job applicants checked?
* Is attrition/turnover monitored?
* Is cost per new hire being calculated?
* Are hiring costs within budget?

New Employees

* Are workplace policies and procedures reviewed with all new hires and signed by new hires?
* Are company policies and procedures applicable to the work environment for the country and province they are related to. Vacation/taxes/ labour rates vary from province to province.
* Are all policies and procedures communicated and enforced?
* Is there an employee handbook?
* Is there a documented on boarding policy and procedure including the probationary period including certifications, designations, abstracts required for the position.
* Are new hires trained appropriately for their job and is there documentation to support the training has occurred and is signed off by the supervisor and employee.

Training & Development

* Are employees provided training for new processes and procedures required to complete their job duties?
* Are employees provided with opportunities to develop their existing skills. Do they know of company sponsored programs. ?
* Are employees evaluated after completion of training programs. If you are giving time off for them to attend classes, ensure you receive a report that shows their progression and attendance of those classes/seminars. Perhaps ask them to give a lunch and learn based upon what they learned at the seminar so everyone can benefit?
* Are training initiatives within budget?

Health & Safety

* Are all employees provided with Health & Safety training specific to their jobs. This is very important for new employees that may not have the skill to operate new equipment?
* Are safety concerns directed to and addressed by the appropriate personnel?
* Are Workplace injuries, near misses and accidents being reported, documented, and investigated? Do you conduct daily/weekly safety meetings.
* Is there a Health & Safety Policy in place, and is it updated on an annual basis?
* Is there an effective Return to Work Policy and Procedure in place?
* Is the Health & Safety Policy posted in a conspicuous place and signed by the head of the organization?
* Are there first aid stations with posted first aid regulations?
* Are emergency evacuation plans and procedures established with current contact lists by region/area/province?
* Is there a Health & Safety committee established?
* Are workplace inspections conducted monthly and documented?
* Are workplace inspection documents reviewed and signed by management?

Compensation & Benefits

* Is there a formal compensation policy for employees & executives
* Is there a formal performance and review process with documented approvals for changes in employee status such as increases, promotions, terminations
* Is there documentation pertaining to hours worked and approval for time off and overtime?
* Has the compensation plan been communicated to all employees?
* Are the appropriate payroll deductions being made?
* Is there an audit process for changes & terminations including notifications service providers on a timely manner
* Does the compensation structure adhere to employment standards in all provinces & countries that the company operates in including Expats
* Are there procedures developed pertaining to paid time off (vacation, stat holidays, etc.)?
* Are there incentives in place such as bonus, shares and is the approval
* Are employees aware of the details of their benefits plans?

Performance Management

* Is there a formal performance review done annually with all employees?
* Is the effectiveness of the performance management practices reviewed on a regular basis with the Compensation Committee and management at least once per year.
* Is the quality and quantity of work evaluated-including overtime by employees
* Is there a correlation between performance and compensation that can be benchmarked and supported to ensure good business practices and fairness.

Attendance Management

* Is there an attendance management program and how is it monitored. Do we track sick time, vacation days taken to ensure we track how much we owe someone if they leave.
* Is there an effective leave policy in place and does it meet the legislation requirements in each province and is it in line with our Aboriginal cultures and celebrations.

Recordkeeping and Documentation

* Are employee files up to date and retained for the appropriate length of time?
* Is employee information kept confidential including verbal conversations between HR and employees (is a room available)
* Are records of all training (i.e. Health & Safety) received, maintained and updated including the monitoring of professionals to ensure they are continually in good standing with their professional organizations, certifications are up to date and valid (Drivers extract)
* Is there a Whistleblower Policy in Place with correct documentation and processes to follow that meet compliance. Is the policy reviewed and approved annually by the Board & Mgmt.

Administration

* Do the goals of the Human Resources department align with those of the organization?
* Are hours of work established for each role within the organization (including full-time and part-time)?
* Is there open communication to and from the HR department?

Termination of Employment

* Are exit interviews conducted by HR or senior management so we can learn why someone is leaving and seek to improve if possible. Are they leaving for compensation reasons, long hours, too many days away from family.
* Do terminations adhere to employment standards with respect to notice, termination pay, etc.?
* Do we follow the termination checklist to ensure IT security, building access, signing authorities are all terminate immediately.

***YOUR SOLUTION TO GLOBAL HR COMPLIANCE***