

## What Your Score Means



### If you answered “Yes” to:

1. If you answered “Yes” 0 to 5 times:

Do you feel overwhelmed? Are you anxious that you may be caught unprepared? Should you be audited now, it would cost you hundreds/thousands of dollars in fines for non-compliance. You are in need of help in setting up your HR department. Give us a call and let us help you.

2. If you answered “Yes” to 6 - 10 of the questions:

You are not far behind “Number 1”. There are too many areas that are not in compliance. You need help in identifying what needs to be done in the areas that you’ve answered “No” to.

3. If you answered “Yes” to 11 - 15 of the questions:

You are in good shape, and with a little help, you will be in great shape. In most parts, you are in compliance, you just need a little help to put you in full compliance.

4. If you answered “Yes” to 16 - 20 of the questions:

Great job! You are in excellent shape. You may need us occasionally to compliment your well-run HR department.

### Human Resources Scorecard for:

---

Please answer the questions by putting a check mark  in the “yes” or “no” box. At the end of the questions, your total score will be explained, and it will help guide you as to how much of HR assistance your organization may need. Please do not look at the “Total Score” area before you have completed the answers.

Our organization post all applicable federal and state posters and notices regarding employment laws.

Yes  No

Our employment application and our employee handbook contain a “disclaimer” statement on “promise of job security”.

Yes  No

Our employee handbook is regularly updated every two years.

Yes  No

Our employees are required to sign handbook receipts.

Yes  No

We have a discipline policy, and our supervisors/managers understand it and apply it consistently.

Yes  No

We pay required overtime compensation to nonexempt employees, which include salaried employees.

Yes  No

We have a system for sending out COBRA notices.

Yes  No

We have a written sexual harassment policy.

Yes  No

Our employees have all completed the Form I-9.

Yes  No

It is legal to ask, "Are you a U.S. citizen?" in an interview or application.

Yes  No

We use gender-neutral job titles when advertising position openings.

Yes  No

We know what employers are covered by the Family and Medical Leave Act (FMLA).

Yes  No

We have written job description for all positions.

Yes  No

The areas covered on each employee's performance appraisal are related to their job description.

Yes  No

Our organization follows progressive discipline.

Yes  No

We know what necessary forms/documents to give to an exiting employee.

Yes  No

We always perform an Exit Interview for every exiting employee.

Yes  No

We conduct periodic surveys to determine if there are any health or safety problems in our organization.

Yes  No

We know who should be permitted access to personnel files.

Yes  No

We know what employee documents should be maintained in a separate location.

Yes  No