Human Resources Practices – Self Assessment

Use this self-assessment checklist to take a quick "pulse check" of your human resources processes to see if there are policies or practices you need to review and update. If you answer "No" to any of the questions below or need to update your processes, CIS' Hire to Retire consultants are available to answer questions, recommend best practices, and provide sample policies. Contact us at H2R@cisoregon.org.

Employee Handbook

Employee Handbook has been reviewed/updated in the **last two years**?   Y __ N __
Date handbook was last updated:_____

- The handbook includes the following policies:

Acknowledgment Form	IT/Software/Social Media
Alcohol/Drug Free Workplace	Non-discrimination/Non-retaliation
Anti-Harassment	Performance Management
At-Will Employment Relationship	Protected Leaves (OFLA, FMLA, Sick Time, WC)
Discipline and Due Process	Workplace Rules & Prohibited Conduct
Ethics	

Recruitment Process

- A process for recruiting and selecting employees is documented and followed   Y __ N __
- Veterans' Preference is part of the selection process   Y __ N __
- The job application form is standardized and updated regularly   Y __ N __

Personnel Files

- Employee information is filed in separate personal, payroll, and medical/confidential files   Y __ N __
- I-9 forms and copies of supporting documentation are kept in a binder   Y __ N __
- File access is controlled and originals kept secure   Y __ N __
  - Files remain in a defined area such as HR office, even for supervisor review   Y __ N __
  - Only viewed by employee, supervisor or HR, unless employee authorization   Y __ N __

Job Descriptions

- Job descriptions exist for all positions   Y __ N __
- A process for updating job descriptions is documented and followed   Y __ N __
- Job descriptions have been reviewed/updated in the **last two years**   Y __ N __
- Job descriptions include at least the following elements:
  - Essential job duties, including physical demands   Y __ N __
  - Minimum qualifications education, experience, certification   Y __ N __
  - Environmental factors (inside, outside, equipment, etc.)   Y __ N __
  - Classification (represented/non-represented)   Y __ N __
  - Supervision & reporting structure   Y __ N __
  - Hours of work, schedule, and overtime considerations   Y __ N __
  - FLSA (Overtime exempt/non-exempt)   Y __ N __
  - Compensation range   Y __ N __

Mandatory Postings

Must be posted in conspicuous locations accessible to all employees.

- Federal

EEO is the Law	Polygraph Protection Act
Family Medical Leave Act (FMLA) (all gov't employers)	USERRA (military rights)
Minimum Wage (Federal & State)	

- Oregon

Oregon Family Medical Leave Act (OFLA)(25+ employees)	Employment Insurance (Employment Dept. Form 11)
Oregon Protections for Victims of Domestic Violence, Harassment Sexual Assault and Stalking	No Smoking
Oregon Sick Time Law	Restrictions on Political Activity (ORS 260.432)
OR-OSHA	Workers' Compensation Compliance
Employment of Minors (if applicable)	

New Hire Onboarding Process

- A process to introduce new employees to the organization is documented and followed Y __ N __
- The process includes reviewing the following items with the new employee:
  - Job Description   Y __ N __
  - I-9/W-4   Y __ N __
  - Employee handbook (review important policies)   Y __ N __
  - Separate acknowledgment forms for employee handbook, anti-harassment
    & drug/alcohol   Y __ N __
  - Workplace safety and how to report an accident   Y __ N __
  - Benefits enrollment   Y __ N __
  - Review of departmental procedures   Y __ N __

Training Program

Employees regularly receive training on the following topics:

All Employees
- Harassment prevention/diversity   Y __ N __
- Preventing workplace violence   Y __ N __
- Workplace safety   Y __ N __
- Technical skills   Y __ N __

Supervisors (in addition to the above)
- Employment law fundamentals   Y __ N __
- Supervisory skills (coaching, communication, discipline, management styles, etc.)   Y __ N __