

HR Foundations

Introduction to Human Resources

Human Resources (HR) manages the full employee life cycle, including talent acquisition, onboarding, compensation, benefits, performance management, and compliance.

Strategic Human Resources

Strategic HR aligns people strategies with organizational goals. This includes workforce planning, analytics, succession planning, and change management.

Employment Law Essentials

Key laws include FLSA, FMLA, ADA, OSHA, Title VII, and EEO. HR ensures compliance with federal, state, and local regulations.

Recruitment & Hiring

Job Analysis & Job Descriptions

Job analysis identifies responsibilities and competencies. Job descriptions outline duties, qualifications, and reporting structure.

Recruiting Workflow

1. Requisition approval → 2. Job posting → 3. Sourcing → 4. Screening → 5. Interviews → 6. Reference checks → 7. Offer.

Interview Best Practices

Use structured interviews, job-related questions, and consistent scoring. Avoid discriminatory or illegal questions.

Onboarding

Purpose of Onboarding

Onboarding integrates new employees into the organization with training, cultural alignment, and compliance steps.

New Hire Paperwork

This includes I-9 verification, W-4 forms, direct deposit setup, confidentiality agreements, and policy acknowledgments.

Systems & Equipment

HR coordinates with IT to prepare login credentials, equipment, and access before the start date.

Compensation & Benefits

Salary Structures

Compensation is determined by job evaluation, market benchmarks, internal equity, and pay grades.

Benefits Program Overview

Common benefits include medical, dental, vision, life insurance, retirement plans, and wellness programs.

Qualifying Life Events

Employees can modify benefits outside open enrollment only if experiencing events like marriage, birth, or loss of coverage.

Time Off & Leave Policies

PTO & Vacation

Employees request time off through designated systems. Advance notice is recommended for scheduling.

Sick Leave

Sick leave is used for illness, medical appointments, or caring for a sick family member.

Family & Medical Leave (FMLA)

Eligible employees may take job-protected leave for medical or family-related reasons under FMLA.

Payroll

Payroll Schedules

Common payroll schedules include bi-weekly, semi-monthly, or monthly depending on organizational policy.

Overtime Rules

Non-exempt employees must receive overtime pay for hours worked beyond 40 per week under FLSA.

Payroll Corrections

Employees should report payroll errors immediately so adjustments can be made in the next payroll cycle.

Performance Management

Performance Reviews

Performance reviews are typically annual with mid-year check-ins. Feedback should be ongoing.

Performance Improvement Plans (PIP)

A PIP provides structured support to help employees improve performance to meet expectations.

Goal Setting

SMART goals help employees align their work with organizational priorities.

Employee Relations

Workplace Conduct

Employees are expected to maintain professionalism, respect, and ethical behavior.

Conflict Resolution

HR facilitates communication, mediation, and resolution of employee conflicts.

Harassment & Discrimination

All complaints must be taken seriously, investigated promptly, and handled confidentially when possible.

Remote Work

Remote Work Expectations

Employees must maintain reliable connectivity, be reachable during work hours, and protect confidential information.

Remote Work Eligibility

Eligibility depends on job duties, performance, and manager approval.

Out-of-State Work

Working from another state may require tax or legal review by HR.

Offboarding

Resignation Process

Employees should provide written notice according to policy. HR guides them through exit procedures.

Final Pay

Final pay includes owed wages, PTO payout if applicable, and deductions. Timing varies by state.

Exit Interviews

Exit interviews gather organizational feedback and identify retention improvement opportunities.