**HR Department Checklist**

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| **Topic** | **YES** | **NO** | **Needs Work** |
| The organization has a written personnel handbook/policy that is regularly reviewed and updated: (a) to describe the recruitment, hiring, termination and standard work rules for all staff; and (b) to maintain compliance with government regulations including Fair Labor Standards Act, Equal Employment Opportunity Act, Americans with Disabilities Act, Family Leave Act, etc. |  |  |  |
| All staff members acknowledge in writing that they have read and have access to the personnel handbook/policies. |  |  |  |
| The organization follows nondiscriminatory hiring practices. |  |  |  |
| The organization has job descriptions including qualifications, duties, reporting relationships and key indicators. |  |  |  |
| The organization requires employee performance appraisals to be conducted and documented at least annually. |  |  |  |
| The organization has a compensation plan and a periodic review of salary ranges and benefits is conducted. |  |  |  |
| The organization has a timely process for filling vacant positions to prevent an interruption of program services or disruption to organizational operations. |  |  |  |
| The organization has a process for reviewing and responding to ideas, suggestions, comments and perceptions from all staff members. |  |  |  |
| The organization provides opportunities for employees' professional development and training with their job skill area and also in such areas as cultural sensitivity and personal development. |  |  |  |
| The organization maintains personnel files on every employee and keeps all medical information and potentially discriminatory information separate from the employment records. |  |  |  |
| The organization has a reliable payroll procedure in place and maintains a confidential record of employee wages and payroll information. |  |  |  |