



Human Resources Assessment for Small Businesses

Hrintel.com provides you with the ability to:

- Generate **employment policy handbooks** by selecting from over 48 employment policies and customizing each policy to suit your needs. You may also create your own policies to add to the handbook or distribute as stand-alone policies.
- Create **job descriptions** that are compliant with the Americans with Disabilities Act using our online job analysis. When completed, you'll have a comprehensive job description to save to your desktop and print.
- Create **performance appraisals** by selecting from 21 different competencies and then add comments and ratings for each selected competency.
- Produce **structured interview guides** by entering questions related to the essential job functions, select questions from our database of over 60 behavioral-based interview questions, and then print a guide for use during interviews.
- Access **employer guidelines** that provide practical information covering: employment policy handbooks, appraising employee performance, developing job descriptions, conducting behavioral-based interviews, lawful and unlawful interview questions, employee discipline, recognizing performance, investigating allegations of sexual harassment, and implementing a safety program.
- Find information related to **federal and state employment laws** including employment laws for all 50 states and the District of Columbia.
- Access over 75 customizable and printable HR forms, guidelines, tools and information covering **employment law compliance, employee relations, compensation & benefits, health & safety** and **selection/termination**.

Maintaining a fully compliant and effective HR function can be costly. Our mission is to provide you with an affordable source of customizable human resources tools, forms, guidelines and information to help you increase your organizational capabilities, and ultimately your competitive advantage, through better human resources management. Visit us at www.hrintel.com to view our online demo and purchase a membership (\$399.99 per year).

Human Resources Assessment

Many small businesses lack the tools and information they need to effectively manage their employees and comply with employment laws and regulations. The purpose of this assessment is to evaluate your HR function. Check "yes" or "no" for each of the 20 questions below:

1. Do you have written job descriptions?
 Yes No
2. Do they meet Americans with Disabilities Act (ADA) standards by identifying the "essential functions" ?
 Yes No
3. Does your employment application exclude questions concerning race, age, gender, marital status, religion, disability and national origin?
 Yes No
4. Do you ask applicants whether or not they are able to perform the "essential functions" of a job with or without a reasonable accommodation?
 Yes No
5. Do you send employment offer letters to newly hired employees with an employment at-will disclaimer?
 Yes No
6. Do you validate newly hired employees' eligibility to work in the U.S. using an I-9 Form within three (3) days of employment?
 Yes No
7. Do you have an employee handbook with a conspicuous at-will disclaimer?
 Yes No
8. Do you have a non-discrimination policy covering the Americans with Disabilities Act (ADA), Age Discrimination in Employment Act (ADEA) and Title VII of the Civil Rights Act?
 Yes No
9. Do you have a sexual harassment policy in accordance with Title VII of the Civil Rights Act that contains an administrative complaint procedure?
 Yes No
10. Do you have a performance review process?
 Yes No
11. Is your OSHA 300 log properly maintained and posted annually?
 Yes No

12. Do you conduct exit interviews?
 Yes No
13. Do you have a policy that covers leave and return-to-work conditions for employees in military service?
 Yes No
14. Do you have a written safety plan?
 Yes No
15. Do you know which type of documents (I-9 Form, application, resume, medical information, etc.) should be included in or excluded from an employee's personnel file?
 Yes No
16. Do you know the difference between exempt and non-exempt employees and the classification requirements under the Fair Labor Standards Act (FLSA)?
 Yes No
17. Are the required federal and state employment posters displayed in all locations?
 Yes No
18. Do you use a structured interview process when interviewing applicants?
 Yes No
19. Do you keep employment records for the amount of time as required by various government agencies?
 Yes No
20. Are you aware that you are required to submit a New Hire Reporting Form to the appropriate state agency for each new employee that you hire?
 Yes No

Your HR Score: _____

Rate Your HR Function

How many questions did you answer "yes" to?

| | |
|---------------------|---|
| 18 – 20 | Great! You have an effective HR function. Review the questions in which you answered "no" to see where improvement is still needed. |
| 15 – 17 | Good. Your company is in relatively good shape but has several areas that require more attention to the HR function. |
| Less than 15 | Help! Your company needs to review the HR function and determine a better way to manage this process. |