

Helping our clients to unlock the human potential of their organization

Human Resources

Assessment

This assessment is designed to help your organization determine the areas in which your Human Resources function may need assistance or training in order to better equip you to provide required HR services in the following areas:

- ◆ Hiring and Selection Practices
- ◆ Employment Policies and Practices
- ◆ Employee Record Keeping
- ◆ Performance Management
- ◆ Benefits Planning
- ◆ Compensation Planning and Pay Practices
- ◆ Safety and Security Issues
- ◆ Human Resource Management
- ◆ Employee Relations
- ◆ Training and Development

Instructions:

For each item listed, check “Y” for “Yes, we do this,” “N” for “No, we don’t do this,” or “M” for “Maybe we do this, but we’re not sure if, or how well, we meet this requirement.”

The Assessment is self-scoring as it allows you to see the areas in which you may require changes and/or the implementation of programs to become compliant with industry ‘best practices.’ If you’d like, Boyer Management Group can assist you in any area that you’d like to see improvement. When completed, please fax to Mary Boyer at (215) 942-0983 or mail to Mary Boyer, Boyer Management Group, 45 Black Rock Drive, Holland PA 18966.

Should you have any questions, please contact us:

(215) 322-2698 Mary Boyer mary@boyermanagement.com

(215) 942-0982 Hank Boyer hank@boyermanagement.com

(215) 942-0983 fax

or visit us at www.boyermanagement.com

Please supply the following information about your company and yourself:

Company Name and Address:		Number of Employees:
Name and Title of Person Completing Assessment		Date Assessment Completed:
Your Phone:	Your Email:	Your Fax:

Hiring and Selection Practices

This section deals with the processes, policies and practices used in the hiring and selection of employees.

Y N M

			Our employment application properly gathers and records required information, but is free from questions that could lead to discriminatory practices.
			We maintain employment applications for the period of time required by law.
			We know how and when to determine whether an applicant can fulfill the physical requirements of a position.
			We know whether or not our company is subject to Affirmative Action requirements, and we have record-keeping and reporting systems in place that comply with OFCCP guidelines.
			We make use of reference checking, drug/alcohol and/or background checking procedures required by law and/or by our industry.
			Our managers have been properly trained on interviewing techniques, and know what questions they can, should, and should not ask.
			Our interviewing process insures the best fit for a job by evaluating candidates on both job-related and behavior-related skills.
			If asked by the EEOC to prove that we hired the best-qualified applicant for any given position, we have the records to support that our hiring decision was made according to established job-related criteria, and free from decisions that could be deemed discriminatory.
			Our method for promoting employees from within is done in a way that allows all qualified personnel to be considered for the position.
			Employees know what is required of them in order to advance to positions of greater responsibility. They are given equal opportunities to train for advancement, and records are kept on their progress.
			We use pre-employment tests, and know that they are reliable, valid and non-discriminatory.
			We have a formal orientation process for new employees, to acquaint them with the company, expectations of employees in general, and their specific job duties.
			We know who should receive employment agreements (non-compete/non-pirate, non-disclosure or confidential information, etc.), how and when to issue them.

Employee Record Keeping

This section evaluates the organization's record keeping.

Our employee records are kept legally and up-to-date. We are aware of all the items that should be included, and know what belongs in the individual employees' files, and what must be retained separately.

Y N M

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accident reports
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employee personal information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job-related medical information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pay records
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Performance information, including corrective/disciplinary action
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pre-employment paperwork
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Post-hire – Pre-employment forms
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Receipts of handbook, policies or other distributed information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Records of hours worked and time off
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Records of work-related accidents, injuries and illness
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Training information

Performance Management

This section deals with how performance standards are established, evaluated and acted upon.

Y N M

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Our company maintains up-to-date job descriptions for all positions, and makes them available to employees.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employees' performance is evaluated regularly against measurable job-related criteria.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Our managers have been trained on how to develop and present a performance appraisal.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Our managers have been trained on how to deal with difficult and/or low-performing employees.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Corrective (disciplinary) action, when taken, is applied in a way that is consistent throughout the company.

Benefits Planning

This section evaluates how well the benefits programs are understood and applied.

Y N M

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We regularly evaluate our benefits package against industry and area norms, to insure that we offer a competitive plan that best suits our budget.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Our leave of absence policy complies with applicable laws and is applied fairly.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We are aware of the legal requirements for military and jury duty leave, and our practices are in compliance with these.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Our paid time off policy is reasonable and fairly applied.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Our employees know the value of all of the company sponsored (including mandated) benefits that we provide.

Compensation Planning and Pay Practices

This section deals with the organizations practices and policies for establishing and applying compensation in accordance with federal and state guidelines as well as industry best practices.

Y N M

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We have correctly identified our positions as exempt or non-exempt and pay employees properly according to the guidelines for each designation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Our company regularly verifies prevailing salary information with outside sources.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Our compensation plan allows for position-appropriate short- and long-term incentives to maximize employee retention and performance.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We properly handle garnishments, direct deposit, and automatic deductions from pay.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We properly handle overtime, on-call, callback, portal-to-portal, shift premium, tips, car allowances, paid subscriptions, perquisites and other pay issues that apply to our industry and/or federal and state guidelines.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We have correctly evaluated and identified those individuals who are independent contractors for our company.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Our criteria for determining pay increases and/or bonuses are in compliance with the FLSA, Equal Pay Act and Title VII.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pay increases are both merit- and market standard-based.

Safety and Security Issues

This section addresses OSHA compliance and general safety and security practices.

Y N M

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The company properly maintains accident-reporting information as required by OSHA.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Our employees know what procedures to follow in the event of an accident or incident.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Our employees are properly trained on safety issues that apply to their job(s).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We have an adequate number of employees trained in and available to provide first aid.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We have taken and communicated necessary steps to protect our company from breeches of security, with regard to both our facilities and our information.

Human Resources Management

This section deals with the managerial role of Human Resources in the organization.

The Human Resources Department or function:

Y N M

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	plays a key role in business planning.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	has methods in place to measure and control costs for hire, training, turnover, benefits, payroll and other employment-related expenses.

Employee Relations

This section addresses employee relations issues to ensure that high morale is maintained.

Our executives, managers and supervisors have been trained in and can adequately handle situations involving the following:

Y N M

			Communication: delegating, teaching, coaching, counseling
			Discipline: how and when to administer; maintain proper documentation
			Avoid discrimination and harassment; prevent, and promptly correct and investigate complaints.
			Maintain an "open-door" philosophy, welcoming and utilizing employee input
			Represent the company at unemployment compensation hearings.
			Identify potential problems with employees (violence, drug/alcohol abuse, suspicious behavior) and know when and how to take action.
			(If non-union:) Recognize problems which commonly prompt union organization activity, and take timely and appropriate steps to address them.
			Regularly evaluate reasons for turnover and take steps to prevent employee dissatisfaction.

Training and Development

This section evaluates how well the organization has identified and has made available formal and informal training to employees.

The Human Resources Department has:

Y N M

			an orientation program for all new employees to ensure rapid integration into the organization.
			a process to identify all necessary training for each position in the organization.
			a process to track all employees who have attended training, both within and outside the company.
			developed a comprehensive training program which best-utilizes in-house training, vendor-provided training and an employee educational reimbursement program.
			a process to tie each employee's needed areas of skills and knowledge based on their performance evaluations to ongoing employee development.
			conducted sexual harassment awareness training for all employees annually, and within the last twelve months, as mandated by the US Supreme Court

Thank you for completing the Human Resources Assessment. If you'd like to obtain professional and effective solutions to your HR needs, please fax this assessment to Boyer Management Group at 215-942-0983 or contact us at 215-942-0982 (email: mary@boyermanagement.com). Please make a copy for your records before faxing or mailing it to Boyer Management Group.