



HR HEALTH CHECKLIST



TALENT ACQUISITION
& STAFFING



BENEFITS &
COMPENSATION



EMPLOYEE
ENGAGEMENT



HR
COMPLIANCE



RISK
MANAGEMENT

SCORING

0: N/A - NOT USED

1: HIGH-RISK

2: BELOW INDUSTRY STANDARD

3: INDUSTRY STANDARD

4: INDUSTRY LEADER

TALENT ACQUISITION & STAFFING



ATTRACTING TOP TALENT

Highlighting Employees & Company

Effective Use of Job Boards

Outside Staffing Vendor Vetting & Audit



SCREENING EMPLOYEES

Standardized Interview Questions by Job

Background Policies & Resources

TALENT ACQUISITION & STAFFING TOTAL:



BENEFITS & COMPENSATION



COMPETITIVE PAY ANALYSIS

Based on Location

Based on Industry / Type of Work



COMPETITIVE BENEFITS ANALYSIS

Insurance Coverage

▶ Cost

▶ Types

PTO/Holiday Pay

Work from Home

BENEFITS & COMPENSATION TOTAL:

EMPLOYEE ENGAGEMENT



CURRENT RATINGS (Google, Indeed, Facebook, etc.)



EMPLOYEE FEEDBACK








TURNOVER RATE

EMPLOYEE ENGAGEMENT TOTAL:



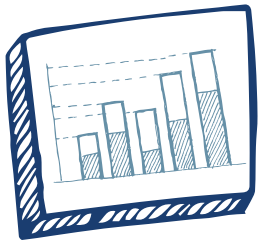
HR COMPLIANCE

	I-9/ E-VERIFY	<input type="text"/>
	TIMEKEEPING	<input type="text"/>
	FMLA	<input type="text"/>
	ADA INTERACTIVE PROCESS	<input type="text"/>
	EMPLOYEE HANDBOOK	<input type="text"/>
	OUTSTANDING COMPLIANCE ISSUES	<input type="text"/>
HR COMPLIANCE TOTAL:		<input type="text"/>

RISK MANAGEMENT

	FACILITY SAFETY	<input type="text"/>
	ACCIDENT / INJURY INVESTIGATION	<input type="text"/>
	EMPLOYEE MISCONDUCT INVESTIGATION	<input type="text"/>
	UNEMPLOYMENT MANAGEMENT	<input type="text"/>
	FRONTLINE SUPERVISORS	<input type="text"/>
RISK MANAGEMENT TOTAL:		<input type="text"/>





RESULTS

TOTAL POINTS

/ 100

CURRENT TURNOVER RATE

%

$$\text{Monthly Turnover \%} = \frac{\text{Employee Separations}}{\text{Avg \# of Employees}} \times 100$$

STRENGTHS

IMPROVEMENTS

Lined area for recording strengths and improvements.

NOTES / TAKEAWAYS

Lined area for recording notes and takeaways.

