



# 2023 HR Checklist



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As 2022 comes to an end, now is a good time to evaluate your organization's overall HR function so you are prepared for whatever challenges and opportunities 2023 brings. The XpanseHR team has put together a comprehensive HR Checklist to help you start the New Year off right.

## RECRUITMENT

- Our Recruitment Strategy is reviewed and updated annually.
- We use a validated Candidate Selection Tool that ensures a strong fit within our roles.
- We have an established Recruitment Process that is consistent and centralized.
- Our Online Presence is well-managed, and we respond quickly to candidate and employee feedback.
- We maintain a strong and consistent Employer Brand across all platforms.
- Our postings contain Legally Compliant Language including EEO, ADA and At-Will statements.

## HR OPERATIONS

- Our Employee Handbook has been reviewed and updated with federal, state and local regulation changes within the past year.
- We have a formalized New Hire Orientation and Onboarding Process.
- We subscribe to a Labor Law Poster Service that provides posters in all states we operate in, and we disseminate posters electronically as well as post at all work locations.
- Federal I-9 Forms are accurately completed for all employees within the required timeframe and are maintained separately from employee files.
- I-9 Audits are conducted on a regular basis to assure proper completion and employment authorization renewal for expiring documents.
- All managers and supervisors are Trained on Essential Skills to recruit, manage, and retain employees while maintaining compliance and engagement.
- We have a consistent Performance Review Process that is implemented for all employees on a regular basis.
- We have tools in place to document Corrective Action and Performance Improvement plans.
- All staff are trained on our commitment to a Harassment-Free Workplace and are reminded of the reporting procedures annually.

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## COMPENSATION

- Our positions have up-to-date job descriptions and are compliant with the ADA and EEO.
- Our Compensation practices comply with the FLSA Exempt and Non-Exempt classifications and overtime rules.
- We complete regular Pay Equity analyses to assure equal and fair pay across all departments and positions.
- We look at key benchmark positions annually to ensure our wages remain competitive in the market.
- Our Salary and Merit Budgets are reviewed and updated annually to ensure effectiveness and compliance.
- Our starting rates for new employees are keeping pace with the market.
- We have a written communication policy that guides compensation decision-making.
- Our Compensation and Total Rewards Strategy is clearly communicated to our employees.
- Our compensation philosophy aligns pay with the vision and values of our organization.
- We have well-defined salary ranges that are aligned with the market.



To learn how XpanseHR can help your HR and People Management needs in the coming year, visit [www.xpansehr.com](http://www.xpansehr.com).