



Does your organization have the HR protection it needs?

We do not have an employee handbook or it is not regularly updated	1	2	3	4	5	Our handbook was updated within the last 6 months and distributed to employees
We don't regularly review and update job descriptions	1	2	3	4	5	We review and update job descriptions at least once a year
Our managers don't formally document performance issues	1	2	3	4	5	We have a formal process for managing performance and our managers are trained on it
We aren't prepared for a DOL audit	1	2	3	4	5	We are fully prepared for a DOL audit
We don't have a written policy against harassment	1	2	3	4	5	We have a written policy against harassment and provide training to employees
We don't have current I-9 documents on file for all employees	1	2	3	4	5	We do have current I-9 documents on file for all employees
We don't have a consistent hiring process and our hiring managers aren't trained	1	2	3	4	5	We do have a consistent hiring process and our hiring managers have been trained
We don't have a consistent way of tracking employee time worked, including overtime	1	2	3	4	5	We are confident we track employee time worked accurately
Our managers aren't trained on termination best practices	1	2	3	4	5	Our managers are trained and consistently apply our termination policies

Results

41-45

Looks like you've got a solid handle on HR compliance! You may be ready to focus on strategic HR and workplace culture. We can help inspire and empower your employees so they're invested in the mission of your organization and committed to its long-term strategy.

30-34

Time to close the gaps. If you don't assess your vulnerabilities and take action to fix them, you risk fines, complaints, and lawsuits. Our HR Advisors and Support Center can help you find your way to full compliance. We are always ready to assist!

35-40

You're almost there! Take advantage of our comprehensive HR Support Center and team of HR advisors to make sure all your policies and procedures are up to date and compliant with state and federal law.

below 30

You're operating in a compliance danger zone and are at high risk for complaints and lawsuits. Our team can help you quickly get up to speed and institute sound policies and practices – so you can bring your organization into full compliance!