

Purpose of a Staffing Firm HR Assessment

Noncompliance with employment laws may create significant monetary exposure for organizations, and the publicity of such can impact the employer's reputation and employee morale. Staffing firms can help protect their businesses from employment related claims by considering their internal employment related risks, as well as risks associated with their clients' practices, and then by taking steps to mitigate those risks. Many risk areas can be evaluated via an HR Assessment.



Examine

Objectively examine employment policies, practices and procedures



Identify

Identify any gaps or opportunities for improvement



Align

Align employment policies, practices, and procedures with best practices and legal requirements to help ensure sound risk management

Risk Areas

• Client Assessment

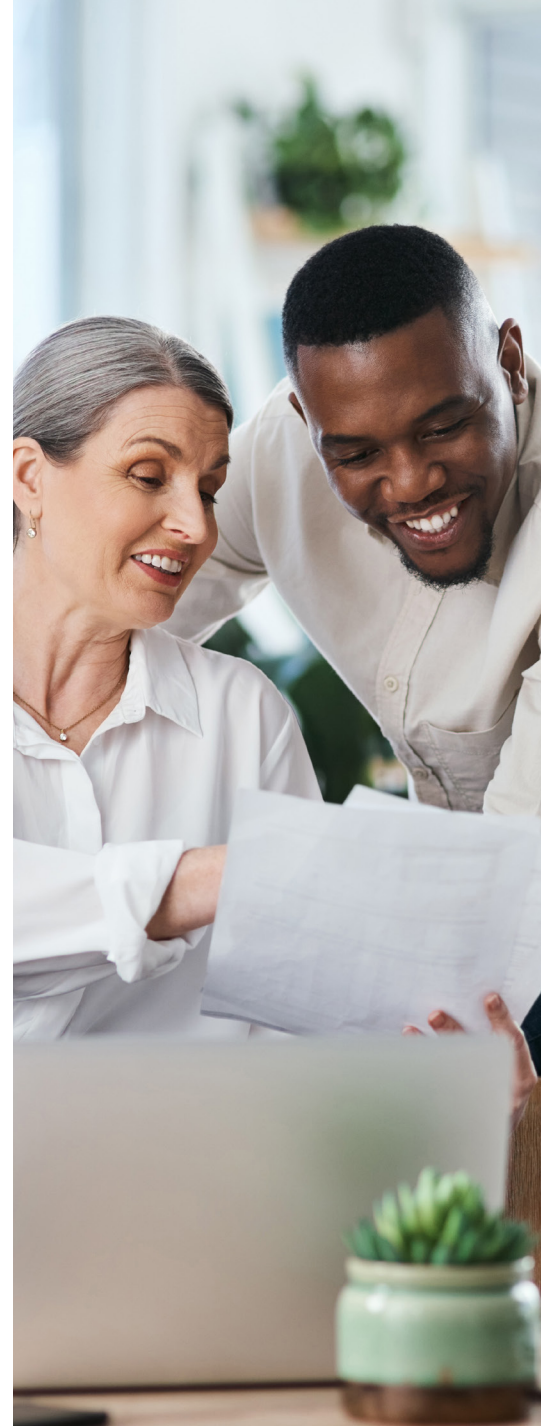
Evaluate practices for assessing critical client employment related policies and procedures.

Examples: Staffing Firm Agreements, Client Assessments

• Recruitment, Selection, Hiring

Analyze practices related to recruitment, selection and hiring for equity, consistency and conformity with applicable laws.

Examples: Employment Advertisements, Employment Application, Hiring Process



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- **New Hires/Employee Orientation**

Ensure that newly hired employees are informed of company's policies, operations and expectations through an established orientation program.

- **Fair Employment Laws**

Evaluate human resources policies and employment practices and assess against standard guidelines and applicable laws.

Examples: Labor Law Posting Requirements, Anti-Harassment, ADA, GINA, FMLA, FLSA

- **Compensation**

Determine if the company has a compensation strategy and evaluate the job description structure.

- **Employee Relations**

Assess practices and procedures related to employee issues and the development of employee skills.

Examples: Performance Evaluations, Disciplinary Procedures, Handling of Employee Concerns, Training

- **Employee Handbooks**

Assess the inclusion of recommended policies in the Employee Handbook based on best practices.

Examples: Employee Handbook Contents, Employee Handbook Revisions, Employee Handbook Acknowledgement

- **Documentation**

Assess practices and procedures related to file storage and documentation.

Examples: Employment Records, Record Retention, Form I-9

- **Termination Procedures**

Analyze practices related to terminations for consistency and conformity with applicable laws.

Examples: Termination Decisions, Exit Interviews