



Introduction	ix
HR Administration	100s
Posters, Notices, and Communication	
Overview	110-1
Communication with employees checklist	110-5
Posting required notices checklist	110-7
Bulletin boards checklist	110-11
Publications for employees checklist	110-13
Handbooks	
Overview	120-1
Employee handbook checklist	120-5
Recordkeeping	
Overview	130-1
Employee records checklist	130-7
Access to personnel records/confidentiality checklist	130-11
HRIS	
Overview	140-1
Computer system for personnel records checklist	140-3
Ethics	
Overview	150-1
Ethics review checklist	150-5
Hiring and Recruiting	200s
Recruiting	
Overview	210-1
Employment planning checklist	210-7
Recruitment authorization checklist	210-9
Analyzing hiring costs checklist	210-13
External sources for recruiting employees checklist	210-17
Employment advertising checklist	210-21
Employment firms checklist	210-25
Internal sources for recruiting employees checklist	210-29
Applications	
Overview	220-1
Application forms checklist	220-7
ADA and job descriptions checklist	220-9
Background Checks	
Overview	230-1
Preemployment inquiries: What you can and can't ask checklist	230-13
Immigration	
Overview	240-1
Employee verification and civil rights checklist	240-7



Interviewing

Overview250-1
 General interview questions for various industries checklist.....250-5
 Interview questions for the education industry checklist250-13
 Interview questions for the financial services industry checklist250-19
 Preemployment inquiries checklist.....250-25
 Interview questions for the health services industry checklist.....250-27
 Interview questions for the hospitality industry checklist.....250-31
 Interview questions for the manufacturing industry checklist250-35
 Interview questions for the retail industry checklist.....250-39

Onboarding and Orientation

Overview260-1
 Orientation audit checklist.....260-3

Compensation

300s

Payroll

Overview310-1
 Salary administration checklist310-5
 Bonuses checklist310-9
 Executive compensation checklist310-13
 Incentive compensation checklist310-17
 Garnishments and attachments checklist310-21
 Loans and payroll advances checklist310-23

Fair Labor Standards Act

Overview320-1
 Hours of work checklist320-7
 State laws on compensation checklist320-9
 Federal laws on compensation checklist320-11
 Internship programs checklist.....320-13
 Teen worker safety checklist320-15
 Safe harbor for improper deductions checklist320-17

Exempt and Nonexempt Personnel

Overview330-1
 Employee classification checklist330-5
 FLSA exemption checklist330-7
 Administrative exemption checklist.....330-9
 Executive exemption checklist.....330-11
 Learned and creative professional exemption checklist.....330-13
 Outside sales exemption checklist330-15
 Trainees checklist.....330-17

Job Descriptions

Overview340-1
 Job analysis forms design checklist.....340-11
 Job descriptions checklist340-13



Job description information checklist340–15
 Independent contractor checklist.....340–17
 Preliminary job description checklist for assistance with ADA compliance340–19
 Sample job description340–21

Benefits 400s

Healthcare Benefits

Overview410–1
 Group health insurance checklist410–5
 Health insurance carrier checklist410–9
 Health insurance cost containment checklist410–11

COBRA

Overview420–1
 COBRA continuation coverage checklist420–5
 COBRA recordkeeping compliance checklist.....420–7
 COBRA gross misconduct policy checklist.....420–9
 Information needed to comply with COBRA checklist420–11
 Contents of notice to qualified beneficiaries checklist.....420–13

Workers’ Compensation and Disability Benefits

Overview430–1
 Workers’ compensation insurance checklist430–5
 Disability insurance checklist430–9

Retirement Benefits

Overview440–1
 ERISA compliance checklist.....440–5

Miscellaneous Benefits

Overview450–1
 Flexible benefits checklist450–5
 Employee assistance programs checklist450–7
 Facilitating childcare checklist.....450–9
 Outsourcing benefits checklist.....450–11
 Reviewing your benefits communications450–13

Leave of Absence 500s

FMLA and Medical Leaves

Overview510–1
 Family and medical leave checklist510–5
 Pregnancy leave and benefits checklist.....510–9
 Parental leave checklist510–11

Sick and Personal Leaves

Overview520–1
 Sick leave checklist520–7
 Personal days checklist520–9
 Educational leave checklist520–11
 Funeral leave checklist520–13



Vacations and Holidays	
Overview	530-1
Vacations and holidays checklist	530-7
Military and Other Statutory Leaves	
Overview	540-1
Military/uniformed service leave checklist	540-9
Jury duty checklist	540-11
Leave bank policy checklist	540-13
Performance and Training	600s
Performance Appraisals	
Overview	610-1
Performance appraisal system checklist	610-7
Performance appraisal process checklist.....	610-11
Performance appraisal interview checklist.....	610-13
Performance appraisal evaluation checklist.....	610-15
Performance appraisals—Responding to employee reactions checklist.....	610-17
Training	
Overview	620-1
Training for salaried employees checklist.....	620-7
Training for hourly employees checklist.....	620-11
Discipline and Discharge	700s
Discrimination and Harassment	
Overview	710-1
Discrimination prevention checklist.....	710-3
Preventing discrimination against individuals with disabilities checklist	710-5
Affirmative action for disabled individuals checklist.....	710-7
Affirmative action for disabled veterans and other protected veterans checklist	710-9
Sexual harassment audit checklist	710-11
Handling sexual harassment complaints checklist	710-13
Discipline	
Overview	720-1
General discipline and work rules checklist	720-7
Progressive discipline checklist.....	720-11
Supervisor’s discipline checklist	720-13
Disciplinary deductions checklist	720-15
Evaluating the discipline interview checklist	720-17
Termination and Discharge	
Overview	730-1
Discharge checklist.....	730-5
Pretermination review	730-9
Termination procedures checklist	730-11
Return of company property checklist.....	730-15
Severance agreements/packages checklist.....	730-17



Layoffs checklist	730–19
Exit interviews checklist	730–21
Sample questions for the exit interview checklist	730–25
Workplace Technology	800s
Electronic Monitoring and Privacy	
Overview	810–1
Electronic monitoring checklist	810–3
Personal information security checklist	810–5
Health and Safety	900s
OSHA	
Overview	910–1
Occupational Safety and Health Act checklist	910–5
Drug and Alcohol Testing	
Overview	920–1
Developing a drug and alcohol testing policy checklist	920–11
Workplace Violence Prevention	
Overview	930–1
Preventing workplace violence checklist	930–5
Unions	1000s
Unions	
Overview	1010–1
Union avoidance checklist	1010–5
Emerging Issues in HR	1100s
Nontraditional Work Arrangements	
Overview	1110–1
Flexible work hours checklist	1110–5
Telecommuting checklist	1110–7
Work-at-home checklist	1110–9
Social Media	
Overview	1120–1
Social media policy checklist	1120–5
Employee Wellness Programs	
Overview	1130–1
Alcohol abuse employee self-assessment checklist	1130–5
Stress reduction checklist	1130–7
Wellness program compliance checklist	1130–9
Smoking checklist	1130–11

