

Company Name: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

- Who is handling your HR today? What is their background? How much time do they spend on HR issues each week?
- How do you locate, qualify, and hire employees?
- Do you perform background checks and pre-employment drug screening?
- What type of database do you use to track all employee activities/events?
- What do you do to train a new employee for the job they have been hired?
- What training programs have you offered to your supervisory employees in the last twelve months?
- How do you determine appropriate pay levels?
- How do you review your employee's performance?
- How are your employee files and records handled? Employee file? Insurance file? I-9?
- Do you have updated job descriptions? If yes, who wrote them? When?
- Do you use a Progressive Discipline system? Do you have a Warning System?
- When you have to terminate an employee, who performs this action and what training do they have to conduct this event?
- What kind of benefit programs do you offer your employees? Are you in compliance with the ACA?
- Do you have a Safety Plan? Do you have a Safety Committee? Are you in compliance with LB757? (Nebraska employers)
- How do you handle unemployment claims?
- Have you ever been involved in an employment related lawsuit or grievance?
- What employee issues are you facing today? EEOC charges? Worker's Compensation?

Other items to consider for this analysis?  
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Completed by: \_\_\_\_\_ Date: \_\_\_\_\_