

Human Resources Checklist

FOR YOUR BUSINESS



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VERTICAL **BRIDGE** **WORKPLACES**
Creating
Engaging
Workplaces

About



Founded in 2005, our award-winning human resource consultants, recruiters and facilitators are leaders in their respective fields and offer a diverse range of professional experience and expertise in a variety of industries and disciplines.

We specialize in customized HR solutions, leadership training and development, professional recruiting and workshops. Our team is dedicated to working closely with our clients, helping them to reach their goals by designing and implementing innovative HR solutions that will have maximum impact on their business results.

Where to Begin?

You want to ensure that you have the best HR practices and policies in place for your business, but you do not know where to start.

We have all been there. It can feel overwhelming to know where to begin, or what needs updating but we think a list is a great place to start.

That is why we have created a step-by-step HR checklist to help you save time, and identify the areas where you may require professional HR support.

Following these 5 steps will enable you to establish a strong HR foundation for your business.

- 1 Employee Hiring and Attraction Activities
- 2 Employee Engagement, Retention, Development and Training Activities
- 3 HR Administrative Activities
- 4 Organizational Culture/Brand
- 5 Employee Departure Activities



"The professionals at Vertical Bridge have been able to provide Phyton with guidance on employee handbooks, recruitment, leadership development, group training, teamwork, conflict management, compensation and being available for general ad hoc needs."

Bryan Radu, CPA, CGA
General Manager
Phyton Biotech



I Employee Hiring and Attraction Activities

Step 1 is building your team!

You have a group of rockstars and you need to add to the team, or sometimes you need to replace a team member who has moved on.

3 key areas to focus on to ensure you have strong hiring practices in place:

- Recruitment and selection practices
- Offer letters and employment contract templates or drafts
- An onboarding and orientation process

First impressions matter!

When bringing in new talent, you want them to feel welcome, excited and ultimately ready to do great things for your business!



"Thanks again for all your help with our search for an Executive Director. We are thrilled with the result!"

Scott MacKenzie
Past President, Board of Directors
Children's Hearing & Speech Centre of BC

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Employee Engagement, Retention, Development and Training Activities

Once you have decided to focus on HR best practices, the most common place to begin after hiring your talent is by developing strong lines of communication with all of your employees.

This is our checklist of key areas that will ensure that you are able to engage and retain your staff.



Even if you have been in businesses for years, it is a good time to look through what you have in place, in order to confirm that you are paying your staff market value and that you are legislatively compliant and up to date on current HR trends and best practices.

- Performance reviews
- Performance management
- Compensation reviews
- Employee relations
- Employee communications recognition, rewards and retention programs
- Employee training and development
- Leadership training and development
- Compensation and benefits

WE CAN SUPPORT!

We are able to conduct a full HR Audit of your business in order to identify gaps and provide you with a comprehensive "road map" outlining short, medium and long-term recommendations to help you to create an even more engaging workplace!



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HR Administrative Activities

Setting up your business for success is IMPORTANT. We work to provide you with HR systems that support your employee's success and help you to keep track of their information.



Whether you are a team of 2, or a team of 50 and growing, having the HR infra-structure in place to manage your teams is critical to your success.

Ask yourself do I have?

HR Policy Manual/Handbook, covering areas like

- Vacation policies
- Sick days
- Code of conduct
- Legislative leaves
- Social media
- Bullying and harassment etc.

HRIS (Human Resource Information System)

- Online SAS based electronic employee file management systems

Employee Records HR Reports/Metrics



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Organizational Culture/Brand

Who are you as an employer? What are your values? What are the cultural and environmental expectations of your employees?



It can feel overwhelming trying to identify who you are as an employer and what you stand for to current and potential employees.

Here are a few of examples to consider when reviewing and establishing your workplace culture:

- Employment equity and diversity
- Employee health and wellness
- Perks and benefits of working with your business
- Values
- Vision
- Hybrid and work from home policies and practices

Addressing these areas and others will help to create a unique culture specific to your workplace.



"Sandra provided us with an excellent performance evaluation tool that will assist in identifying meaningful goals as part of developing our staff team."

Integra Support Services

Employee Departure Activities

Goodbyes are difficult and can be even more challenging when they are handled poorly.

This area of our checklist covers two different procedures for the departure of an employee.



1. TERMINATION POLICIES

Ask yourself this, do you have a strategy in place on how to terminate an employee? Is there more than one person present in the room, and if so, whom? This is important from a legal standpoint.

2. EXITING PRACTICES

Offboarding an employee is as important as onboarding. What are your expectations of the departing employee?

- Will they be training their replacement?
- Will you have a team or company wide send off for them?

Having an offboarding checklist is invaluable as you want to develop the smoothest transition for the exiting employee and those left behind. This should be a positive and professional experience just like onboarding a new employee.

"Dawn from Vertical Bridge has become a trusted member of our team; not only providing necessary expertise, but also valuable insight into our talent acquisition and management strategies."

Ingo Mueller
CEO

AgriForce Growing Systems Ltd.

Ready to start CREATING ENGAGING WORKPLACES?

If you found value in this overview of our HR services, we have plenty more! We offer support on a monthly retainer basis, as well as on a project-by-project basis.

With over 16 years in business Vertical Bridge's HR consultants stay on top of current HR trends, changing workplace requirements, and the overall demands of business bringing their expertise to every project we undertake.

We know as a leader your focus is on your business and we understand that managing people can be challenging and very time consuming. That is why we enjoy taking this important HR responsibility off your hands so you can get back to focusing on what you do best, running your business.



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