**HR Department Checklist for Startups**

Putting the right HR policies in place can help your startup grow smoothly. Use this checklist to cover the basics and give your new venture a head start.

**Compliance:**

*Ethical Behavior:*
- [ ] Do you have policies for harassment and workplace safety in place?
- [ ] Do you have additional conduct guidelines to develop a healthy culture?

*Employment at Will:*
- [ ] What rights to employment do employees have in your state?
- [ ] What expectations will employees need to meet to stay employed?

*Right to Change Policies:*
- [ ] Have you informed employees of your right to change policies?
- [ ] What mechanisms will you use to inform employees of these changes when they occur?

*Document Storage and Audits:*
- [ ] How will you collect needed signatures?
- [ ] Where will you store signed documents?

**Compensation:**

*Pay Ranges:*
- [ ] Based on labor market trends, what should your organization set as starting pay for each position?
- [ ] How much room will employees have to grow in their salary?
- [ ] How often will compensation be reviewed?

*Benefits:*
- [ ] How will you cover the benefits required by federal and state law (unemployment insurance, disability insurance, workers’ compensation, etc.)?
- [ ] What is your strategy for complying with the Affordable Care Act?
- [ ] Which basic benefits will your employees expect?
- [ ] What unique benefits or perks will you offer?
Payroll:

Dividing Responsibilities:
- What technology will you use to process your payroll?
- Which employees will be responsible for overseeing payroll?
- Will you outsource your payroll processing?

Recruiting:

Hiring Strategy:
- How will managers in your organization request new hires?
- Who will need to approve new hire requests?

Diversity:
- How will you ensure that your hiring is non-discriminatory?
- How will you screen for candidates that match your organization’s values?
- How will you find candidates that represent a diversity of backgrounds and life experiences?

Onboarding:

Orientation:
- What essentials do you need to cover during orientation?
- What will you do to introduce new hires to your culture?
- Which documents will you have new hires read and sign before their first day?

Training:
- What resources will your managers need to train new hires?
- How will you follow up to ensure new hires are fully utilizing their benefits?

Performance:

Assessing Performance:
- What structure will you provide for managers to assess and report performance?
- How will you record and track employee goals?
- How often will employee compensation be reviewed and updated?