

Profile

 Company

 Contact Name

 # of Employees

Audit Date
03/09/2022

Next Audit
March 2023

Dedicated HR Expert

Shannon Latham
SPHR

Activities

This Quarter	
Meetings with HR Expert	5
Cases	26
Phone Calls	0

Message from your HR Expert

Hi [First name],

It's been a pleasure working with you and am looking forward to finalizing the handbook soon. I look forward to our continued partnership.

Thanks,
Shannon

Action Plan Check-in



Recruiting/Staffing



Training/Development



Hiring/Onboarding



Policies/Procedures



Money Matters



Termination



Benefits



Organizational Culture



Performance Management



Employee Relations

Accomplished

- Executive Summary and Action Plan drafted
- Handbook drafted and revised
- Discussions on vaccine verifications, volunteer background checks, and hiring minors
- New York Monitoring Notice

Working On

- Finalize Employee Handbook
- FLSA Classifications
- Job Descriptions

Up Next

- Record Filing and Retention
- I-9 Training
- New Hire Paperwork

Milestones



New Hire Kit

Last update: TBD

Next update: TBD



Employee Handbook

Last update: May 2022

Next update: May 2023



Job Descriptions

Last update: TBD

Next update: TBD