TOP 10 THINGS SMALL BUSINESS OWNERS SHOULD KNOW ABOUT HR

DEALERSHIP PRESENTATION

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Holly A. Hall SHRM-SCP, SPHR

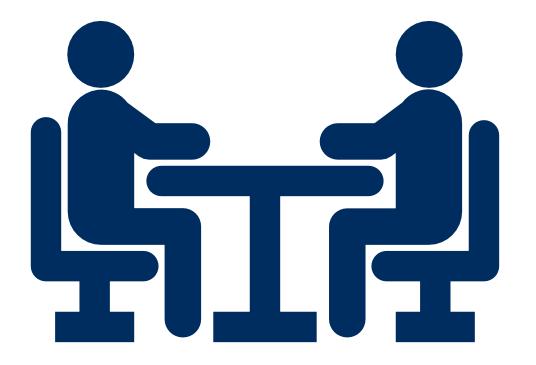
Willory Project Manager Employee Life Cycle Practice @hollyhallsphr



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What is important to you? Top 10 List How HR partners with the business





DISCUSSION



RECRUITMENT, A CRITICAL FACTOR IN BUILDING A SMALL BUSINESS



1 HIRE GOOD TALENT Need to be speedboats when hiring Sourcing and attracting candidates Interview all candidates on the same day ► Ask the same questions of everyone ► Keep it job specific Use open ended questions; based on past experience to get the best intel Avoid bias



2 EVALUATE TALENT

Identify job expectations and skills Don't underestimate the value of fit ► Have sound interview and selection processes Avoid "gut feeling" decisions ► Conduct reference checks



3 ONBOARDING

Identify your pre-employment proces Present written offer ► Onboard as quickly as possible ► Have equipment, business cards etc. ready before new hire starts Conduct a Day 1 orientation ► Have required documents for completion



4 USE OF THIRD-DARTIES FOR HIRING

Direct placement
Temporary placements
Temp to Perm



MANAGING COMPLIANCE



5 UNDERSTAND COMPLIANCE

 Federal, state and local government regulations
 Get a good employment attorney



COMPLIANCE EXAMPLE

Recruiting and Hiring Compliance

- Tracking and retaining all applicant records including application and resume
- Maintaining candidates records by position and date of opening
- Interviews should be consistent questions for the same position, be documented and included in position file
- Selection criteria and how selection was made
- Employment application; formalize and understand what is acceptable on an application i.e. ban the box; criminal background questions, social security information



6 EMPLOYEE HANDBOOK

▶6% to 42% of employers around the world do not have a written attendance policy. What should be in it: ► EEO Statement ► Harassment Prevention Summary of policies i.e. attendance, time off

FLSA exemption classifications and definitions

►Non-exempt policies i.e. overtime

*SHRM article on 10 Tips to help small businesses avoid Costly HR Errors 4/30/15 by Greg Wright



PAYING EMPLOYEES



PAYROLL BASICS

Invest in tracking time and attendance ► Ensure appropriate federal, state and local income tax withholdings Employee classifications identified and set up ► Registering your company in all states and localities where employees are on your payroll Document policies and procedures ► Invest in education for payroll resources

CONSISTENCY IS KEY



Pay attention to the following: Independent contractors ► Workers compensation COMPENSATION ► FLSA exemption classification requires ► Overtime requirements



9 Creates administrative chaos DITCH THE Automate using technologybased solutions



10 FEDERAL LAWS

Know the laws based on size of company



HR IS YOUR BUSINESS PARTNER

- Assist leadership in developing a company's strategy
- Ensures the workforce embraces the company's philosophy and business principles
- Provides understanding of how human capital supports the bottom line
- Manage HR costs
- Trained to handle employee conflicts
- Improve employee satisfaction
- Lead measurement of employee performance



Questions?

