

TOP 10 THINGS SMALL BUSINESS OWNERS SHOULD KNOW ABOUT HR

DEALERSHIP PRESENTATION

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Employee Life Cycle

Practice

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OBJECTIVES

- ▶ 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 processes
- ▶ 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- PARTIES 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

7 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



8

COMPENSATION

Pay attention to the following:

- ▶ Independent contractors
- ▶ Workers compensation
- ▶ FLSA exemption classification requires
- ▶ Overtime requirements

9 DITCH THE PAPER

- ▶ Creates administrative chaos
- ▶ Automate using technology-based solutions

10 FEDERAL LAWS

- ▶ Know the laws based on size of company

FEDERAL
LAW

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?

