Small Business HR Quick Check

A practical self-check for small-business owners

You do not need a large HR department to build strong people practices. Use this quick check to identify what is working, what needs attention, and where your business may benefit from HR support.

How to use: Read each statement and check one box—*Yes*, *Not yet*, or *Not sure*. Then turn to Your HR Snapshot on the last page.

1 Hire

	YES	NOT YET	NOT SURE
Every open role has a current job description with clear responsibilities and minimum qualifications.	☐	☐	☐
We use a consistent application and interview process for candidates applying for the same role.	☐	☐	☐
Interview questions are job-related and documented.	☐	☐	☐
We know what records to retain from the recruiting and selection process.	☐	☐	☐

2 Onboard

	YES	NOT YET	NOT SURE
New hires receive required forms, policies, and workplace expectations in a consistent process.	☐	☐	☐
We complete Form I-9 requirements on time and maintain the records appropriately.	☐	☐	☐
New employees know who to contact with HR, payroll, benefits, attendance, or policy questions.	☐	☐	☐
We have a 30-day onboarding plan rather than treating orientation as a one-day event.	☐	☐	☐

3 Pay

	YES	NOT YET	NOT SURE
Employee pay rates, status changes, deductions, and other payroll updates are documented and communicated accurately.	☐	☐	☐
We have a process to review payroll information for errors before or after processing.	☐	☐	☐
We understand which workers are employees versus independent contractors and review classifications when roles change.	☐	☐	☐
We have a clear process for reporting and correcting timekeeping or payroll discrepancies.	☐	☐	☐

4 Support

	YES	NOT YET	NOT SURE
Employees can access current workplace policies or a handbook.	☐	☐	☐
Managers know how to document attendance, performance, conduct, and employee-relations concerns.	☐	☐	☐
We have a consistent process for employee complaints and know when an issue should be escalated.	☐	☐	☐
Employee records are organized, confidential, and accessible only to appropriate people.	☐	☐	☐

5 HR Foundation

	YES	NOT YET	NOT SURE
We know which federal, state, and local employment requirements apply to our business size and location.	☐	☐	☐
Required workplace posters and notices are current and displayed or provided as required.	☐	☐	☐
We periodically review HR practices instead of waiting until a problem occurs.	☐	☐	☐
We know who to contact when an HR issue is outside our knowledge or requires legal, benefits, tax, or payroll-provider expertise.	☐	☐	☐

Your HR Snapshot

This is a planning tool—not a pass/fail test.

Count your answers: Yes _____ Not yet _____ Not sure _____

IF YOUR ANSWERS ARE	WHAT IT MEANS
Mostly **Yes**	Your foundation appears more established. Focus on keeping practices current, consistent, and documented.
Several **Not yet**	You have clear opportunities to strengthen your HR foundation. Prioritize the items that affect hiring, pay, employee records, and workplace expectations.
Several **Not sure**	Those are your best starting points. Uncertainty is a signal to verify the requirement or process before a problem develops.

My Top 3 HR Priorities

1. _____
2. _____
3. _____

Questions I Need Answered

_____

_____

_____

Need help deciding what to tackle first?

ThriveWell HR Consulting, LLC helps small businesses strengthen practical HR systems across hiring, onboarding, employee support, and payroll coordination.

Have a question? Visit **Ask ThriveWell** at thrivewellhrconsultingllc.com

This resource is provided for general educational and planning purposes and is not legal, tax, benefits, or payroll-processing advice. Employment requirements vary by employer size, location, industry, and circumstances. Consult the appropriate qualified professional when needed.