



Answer 9 simple questions and send your responses to info@azarhrconsulting.com to receive a free evaluation from our HR experts

1. How do you classify your employees?

1. We have a clear distinction between full-time employees, part-time employees, and independent contractors.
2. We classify most of our workers as independent contractors to reduce payroll taxes.
3. We're not sure about the classification rules; we do it on a case-by-case basis.

2. Does your company have an up-to-date employee handbook?

1. Yes, and we update it annually.
2. Yes, but we haven't updated it in over a year.
3. No, we don't have an employee handbook.

3. How long do you retain employee records?

1. We follow federal and state requirements for each type of record.
2. We keep records for 1 year or less.
3. I'm not sure how long we should keep employee records.

4. Do you ensure all employees are paid minimum wage and receive overtime?

1. Yes, we always verify compliance with wage laws.
2. We do our best, but sometimes we forget to track overtime accurately.
3. Our employees are all salaried, so we don't track overtime.

5. When was the last time your team received anti-harassment training?

1. Within the last 12 months.
2. It's been over a year since the last training session.
3. We don't conduct formal training on this topic.

6. Are you compliant with the Family and Medical Leave Act (FMLA) and any state-specific leave laws?

1. Yes, we have a policy in place, and managers are trained.
2. We have a policy, but we're not sure about the state-specific laws.
3. We don't offer formal leave policies.



7. Do you conduct regular safety training and maintain OSHA-required records?

1. Yes, we conduct training regularly and keep all required records.
2. We provide training but are inconsistent with recordkeeping.
3. We haven't provided formal safety training or kept records.

8. Do you have a written policy on equal employment opportunity (EEO) and anti-discrimination, and is it communicated to all employees?

1. Yes, it's included in the handbook and reviewed during onboarding.
2. We have a policy, but it's not consistently communicated.
3. No, we don't have a formal policy on this.

9. Do you document performance issues and disciplinary actions consistently for all employees?

1. Yes, we document everything in writing.
2. We document serious issues, but not every incident.
3. We handle issues informally without documentation.