



HELIOS HRSM

HR BEST PRACTICES SELF-ASSESSMENT

Hi, we're Helios HR, an industry-leading consulting firm based out of the DC area and we help businesses establish and enhance talent management programs for growth.

We do this through our Human Capital Management Model™ where we serve as strategic advisors to our clients to design, implement and manage a variety of HR programs for business impact. Our solutions are tailored to meet our clients where they are in their growth lifecycle to help them attract, engage and retain the right people to move their business forward.

This HR Best Practices Self-Assessment helps leaders evaluate their current HR practices and set goals to increase the effectiveness of the HR function.

Without it, you will be left guessing if your HR programs are up to par with industry trends. With it, you will make informed decisions about your strategic objectives for the upcoming year.

Now let's get started!

RECRUITING EXCELLENCE

□ Am I finding the right talent for my organization?

Ever hired someone to quickly realize they weren't the best fit for your organization? This leaves other team members to pick up the slack and often leads to wasted dollars and repeated recruiting efforts.

Remember, the biggest stakeholder in the hiring process is the hiring manager. Are you guiding your hiring managers through the process and coaching them to interview for not only knowledge, skills and abilities, but also for organizational fit?

□ Is our talent pool diverse?

Many companies tell us their strength is their diversity. When you look around your company, do the people reflect the surrounding community or do you have some work to do? Ensure your search methods are not inadvertently excluding certain types of candidates.



□ Do new hires feel welcome?

We know one of the most important factors correlating to a person's longevity with a company is their onboarding experience. Does your onboarding program provide new team members with everything they need to be fully-functional within the first week and several go-to people they can lean on as they get up to speed?

□ Do we assign mentors?

A mentor is someone, other than the supervisor, that a new hire can meet with on a regular or as-needed basis to receive answers to questions and coaching as they acclimate to your organization. The best mentors serve as great ambassadors for your company culture. This important connection is one that you can make that can mean the difference between a new team member having a good experience and being lost.

□ Do new hires know what's expected?

Most new hires will begin after the start of a performance cycle, are you intentional about establishing and recording performance objectives for new team members? Managers and HR need to ensure employees understand your performance programs (timeline and expectations) and if they will be eligible for a pay increase when the cycle ends.

NEW HIRE ONBOARDING

TRAINING & DEVELOPMENT

□ Do employees have the resources to take their learning and development into their own hands?

A Learning Management System (LMS) can offer employees web-based training on a variety of personal and professional topics. With the right training content partner, employees can participate in company-driven or self-enrolled trainings to progress towards career goals.

□ Are managers giving timely and helpful feedback?

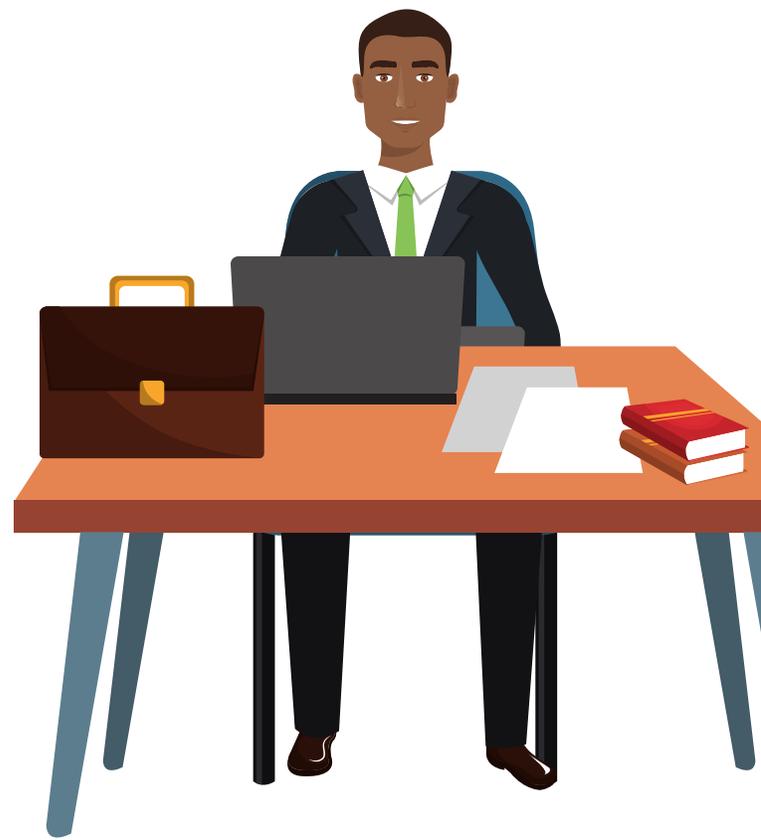
Effective managers are great communicators. They know how to deliver a difficult message before it becomes a bigger problem. Their direct reports know where they stand. Unfortunately, many managers have issues with one or all of these areas. Your organization will save time by helping managers develop the ability to deliver positive and constructive messages to their teams.

□ Are we setting new supervisors up for success?

Employees leave, not because they can't do the job, but more often than not because of issues with their manager. Many times individuals are promoted because they are strong independent contributors and suddenly they have others reporting to them. Ensure supervisors understand their legal liabilities, company policies, and how to respond when employees come to them with various needs (i.e. accommodations, challenges with a colleague, leave requests, etc.). and what they do and do not have jurisdiction over.

□ Do managers know what to do if they receive a report of harassment?

There are great risks to the company when a manager brushes off a complaint of harassment or fails to treat it with the seriousness it deserves. Many cases in the news are stories where managers and HR failed to act appropriately when faced with a harassment claim. Ensure all employees receive training on signs to look for and where they can go if they experience or have concerns about harassment in the workplace. Manager training on how to respond to complaints of harassment and how complaints will be recorded, investigated and acted upon within the organization is critical to appropriately responding to claims of harassment.



CULTURE


 Do people want to work for us?

If you asked your employees what it's like to work for your company, how would they respond? Intentional cultures attract the individuals who will make your workplace continue to thrive and equally repel the individuals who aren't a right fit. If it's been a while since you've taken a pulse on your employee engagement, it may be time for a company-wide survey. Don't forget about your external employee reviews that portray your culture to candidates and always respond as a company to negative comments.

 What are we doing to create a great place to work?

If only creating an awesome culture were as easy as installing a foosball table, bean bag chairs, or a meditation room. There's nothing more depressing than putting in a pinball machine only for it to collect dust. First, determine what you're trying to accomplish. Are you looking for more interdepartmental employee engagement? A monthly all-hands meeting followed by a trivia night mixer may help. The best efforts are multi-pronged; meaning, you'll have to try (and fail) and different types of approaches until you find something to move the needle forward.

HR cannot be the culture cheerleader jumping up and down in the corner. Your place of work will tell you what it is and what it wants to be. Have you considered asking employees what they consider to be a great place to work?

BENEFITS

 Is our benefits broker leading us to strategic benefit offerings for our employees?

If you could offer a confidential help-line to assist employees in choosing the best plan for them, would you? These services exist. The best benefits brokers not only serve to negotiate the best plan offerings and rates for your employees. Strategic benefit partners are on top of company benefit trends and can help you create a benefits package competitive to your industry to attract and retain top talent.

 Are employees maximizing the company Retirement Savings Plan?

Your retirement plans shouldn't be set it and forget it, but often are forgotten as we focus on other plans during open enrollment. Don't neglect your 401(k) or equivalent plan. Each year, mark your calendar to meet with your 401(k) Sponsor to have a diagnostic of plan participation and review strategic initiatives to maximize participation and performance. Remember, HR and managers are advised not to counsel employees on what products to participate in, instead hold a yearly all-hands meeting to bring out a 401(k) expert to talk about why it's important.



COMPENSATION COMPETITIVENESS

Are you losing talent to offers of better pay? Do you have a process and structure in place that takes market compensation into consideration to base pay-related decisions? Basing compensation over current or prior pay can perpetuate compensation disparities between genders and ethnicities. It is important to ensure pay by position and years of experience is well aligned with your organization. There is no law that prevents employees from sharing their compensation figure with others. Run your compensation department as if it's open-book.

Do employees know the value of their total compensation?

Employees will not know the value of all their benefits and compensation programs unless you outline it for them. We consider it to be best-practice to share an overview or statement with every employee annually - possibly coinciding with open enrollment or the close of the review period.



HR SYSTEMS

Do we have the right systems in place to support HR processes?

As many companies grow, the patches they've sewn together get harder to manage. Ensure you have the right systems in place for the growth you're committed to achieving. In a technology-driven world, with millennials quickly becoming the largest generation in the workforce, too many companies wait too long to implement the right HRIS systems. Recruiting, onboarding, performance management, compensation, employee recordkeeping and so much more can be automated and tracked electronically, increasing efficiency, employee experience, and compliance. Many HRIS systems integrate seamlessly with accounting and finance systems if they aren't an all-in-one platform.



Convincing finance and executives of the ROI of HR systems may be what separates success from failure. Outline your system requirements, find an influencer, champion, and decision-maker with finance to demo a system with you - and then if it doesn't go forward, keep revisiting. Follow this practice and when the time is right, you'll be ready and you'll have champions to help you get buy-in and approval.

SEPARATIONS

 Do employees know that it's okay to say goodbye?

If someone you value, or even someone that isn't working out so well, is thinking of leaving, wouldn't you rather know? Unfortunately, very few companies create an environment where this sentiment can be shared before they have an offer elsewhere and typically no more than two weeks before they leave. Still, we can ensure that all terminations - even involuntary due to layoffs or performance - can be handled respectfully at all times. How you treat people at the end of a working relationship no matter what the circumstance, can make a big difference.

 Are we providing employees resources they need for a smooth transition out?

For voluntary terminations, you may not provide a termination letter, but you should always provide a quick fact sheet that outlines COBRA rates, as well benefit provider contact names and numbers - as well as a way for them to contact HR if they should need assistance with a 401k rollover. It's always better to give them everything they'll need to reach out, otherwise, it may be that by the time they get to you, they'll already be so frustrated with how long it took them to find your information. Make it easy.



ACCELERATE YOUR RESULTS

You are in possession of a tool that can get you massive results when deployed correctly. But, unless you take a look at each functional area of your HR department objectively and set strategic objectives based on your findings, it'll only remain an underutilized tool that sits in your toolbox.

If you'd like help evaluating your HR function, let us introduce you to our HR Best Practices and Compliance Assessment. Our team will come spend time with you at your business to review your compliance with employment regulations along with your current HR practices against industry standards. The end product is a set of prioritized recommendations to bring your HR function into compliance and on its way to even better people-related programs and processes.

FOR MORE INFORMATION ABOUT OUR HR BEST PRACTICES AND COMPLIANCE ASSESSMENT, [CLICK HERE TO CONTACT US](#) OR GIVE US A CALL AT 703-860-3882 X102.