Employee Readiness Checklist

Instructions: *Carefully review the following Employee Readiness Check List to identify the issues you need to plan for. Check the appropriate box for those that have been productively addressed, those that do not apply, and those that need further attention. Create an action plan for each item identified.*
Key: **A** = Adressed, **X** = Does Not Apply, **B** = Needs Attention

Job Description	A	X	B
Do you have a clear, detailed job description for each job?			

Business Location	A	X	B
Is your business location conducive to having employees?			
a) Are there any safety issues that need to be addressed?			
b) Does your location allow for handicap accessibility?			
c) Is your work place OSHA and Fire Code compliant?			
d) Do you have any hazardous materials and are they properly labeled?			
e) Do you have a break room or common area?			
f) Do you have the resources necessary for employees to perform their job functions (i.e. computers, registers, copy paper and desk supplies, special tools or equipment, etc.)?			

Legal Bases Covered	A	X	B
Do you have an employee handbook that clearly specifies company policies, regulations, and benefits?			
Do you know which laws involving employees apply to your business?			
Do you have a lawyer who can help you with legal questions involving employees?			
Have you posted all required safety, wage, and other notices for both federal and state regulations?			

Human Resources	A	X	B
Do you have all of the necessary paperwork for maintaining employee files?			
a) Documentation of employment history (i.e. resume, offer letter, rate of pay, benefits, raises, etc.)?			
b) Records of achievement? Disciplinary notices?			
c) Records of promotions?			
d) Documentation of performance evaluations and development plans?			
e) Separate files for medical, payroll, I-9 Form, and Equal Opportunity Commission (EOC) policies and complaints?			
f) Are these files (digital or paper) kept in a secure location?			
Are you familiar with the rules and regulations surrounding HIPAA (Health Insurance Portability and Accountability Act)? Are you compliant?			

Taxes & IRS	A	X	B
Are you familiar with the tax requirements involved with having employees?			
a) Do you have an Employer Identification Number? (This must be completed if you plan on having employees work for you. Visit http://buzgate.org/8.0/choose_state.html?p=ch_sbdc.html#taxid for an EIN application)			
b) Do you understand the responsibilities of withholding, depositing, reporting, and paying employment taxes?			
c) Have you given your employees all of the necessary tax documentation (i.e. I-9 Form, W-4 Form, etc)? [For more information: http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Businesses-with-Employees]			
Do you know the difference between an employee and a subcontractor according to the IRS (Internal Revenue Service) standards and any applicable state labor laws?			

Business Insurance Needs	A	X	B
Do you know what insurance you need when you have employees?			
a) Worker's Compensation?			
b) Public Liability Insurance?			
c) Errors & Omissions Insurance?			
d) Cyber Liability?			
Do you have access to a qualified professional to help you understand what your insurance needs are and what/how to purchase?			
Are you subject to the "Affordable Care Act" (ACA)?			

Record Systems	A	X	B
Do you have the necessary tracking system and secure physical files or Human Resource Management (HRM) software to maintain accurate employee files?			
Do you have a payroll system or a payroll provider in place to ensure that employees are paid accurately and on time?			