



# The HR Scorecard

Help us understand your current situation. Please complete the scorecard by circling the number that most reflects your thoughts on each paired phrase.

	LEVEL 1						LEVEL 5
<b>A</b>	I've spent hundreds of hours and thousands of dollars trying to solve HR issues.	1	2	3	4	5	I have an expert HR team to call whenever I have questions I can't answer on my own.
<b>B</b>	My hiring practices need fine-tuning but I don't know where to start.	1	2	3	4	5	I have access to best practice checklists for hiring and retention, new hire toolkits and interviewing training courses.
<b>C</b>	I can't keep up with the constantly changing employment laws to make sure my business is compliant.	1	2	3	4	5	I'm fully aware of state and federal employment law changes.
<b>D</b>	I worry my benefits administration and payroll practices may trigger penalties or fines for being out of compliance with the new laws.	1	2	3	4	5	I am knowledgeable of payroll and benefits rules and am prepared for IRS or DOL compliance audits.
<b>E</b>	I know I need to train my employees but I can't afford the expense.	1	2	3	4	5	I have an affordable training solution for my employees.
<b>F</b>	I am so busy managing my operations and customers that I don't have time or resources to focus on human resources.	1	2	3	4	5	I have the resources and tools to conduct an HR audit and HR experts to help me set my HR priorities.
<b>G</b>	I'm not sure when we last updated the employee handbook.	1	2	3	4	5	I can access my employee handbook online and am able to update it easily.
<b>H</b>	I search and copy generic job descriptions from the internet for use in recruiting, onboarding and benefits administration.	1	2	3	4	5	I have a job description tool to customize individual jobs to improve recruiting, performance management, and disability accommodation and return-to-work analyses.
<b>I</b>	We do not have a formal process for evaluating employee performance.	1	2	3	4	5	I have access to best practices for employee performance management.
<b>J</b>	I see my broker only at renewal.	1	2	3	4	5	I see my broker as a true partner and business advisor year-round.
<b>K</b>	I don't have a way to prove compliance.	1	2	3	4	5	We use state-required and industry-specific training that helps me mitigate my company's risk profile.
<b>L</b>	We care about safety, but do not have injury/illness prevention programs or safety training for our staff.	1	2	3	4	5	We use several tools and templates to prepare safety plans and training.
<b>M</b>	I am not sure how to handle returns to work after injuries.	1	2	3	4	5	I have access to tools to help me manage leaves of absence and disability accommodations.