

Protect Your Business: One Minute Compliance Survey

- Yes or No My business has written job descriptions for every position.
- Yes or No My managers have been trained to conduct employment interviews in compliance with state and federal anti-discrimination laws.
- Yes or No My managers know what questions are illegal to ask during an interview.
- Yes or No I have an effective employee handbook in place.
- Yes or No I know how to handle a harassment claim.
- Yes or No I conduct performance reviews on a regular basis.
- Yes or No I am aware of my responsibilities with regard to out-of-state employees.
- Yes or No My company has good discipline and termination practices in place to limit our potential legal liability.
- Yes or No I know the difference between state and federal laws.
- Yes or No All employees are correctly classified for non-exempt/exempt state under applicable wage and hour laws.
- Yes or No I have Form I-9's for every employee.
- Yes or No I know how to handle state unemployment claims.

*** If the answer to any of these questions is no, then you could be at risk. Ask us how we can help ensure you are 100% compliant with state and federal laws. ***

Excel Human Resource Services | Phone: 214-496-0434 | Email: info@excelhrservices.com