

HUMAN RESOURCES SCORECARD



Is your organization keeping up with all the relevant HR topics affecting employers? Not doing so can prove devastating down the road. Falling behind in areas like cultural norms, legislative changes and industry trends can set your organization up for failure. Complete this scorecard to gauge the best place to focus your resources.

Instructions: Begin by answering the questions below. Each response will be given a numerical value depending on the answer. After completing the questions, total your score using the scale at the bottom of the page.

Yes: 0 points | **No:** 2 points | **Unsure:** 2 points

QUESTIONS	YES	NO	UNSURE	SCORE
1. Have you reviewed and updated your sexual harassment policy and procedure within the last year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Do you know which drug testing methods detect opioids and which do not?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are you offering employees flexible work hours at least some of the time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Have you discussed gender inequality and wage issues openly with your workforce to encourage a constructive dialogue?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Is your organization active in strategic benefit planning based on your employees' unique needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Do you provide employees with year-round benefits communications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are you proactively offering stress management and mental health resources to employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Have you adapted your intern policy to accommodate trending hiring practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Do you regularly examine the marketplace to ensure you are offering appropriate compensation to top performers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

10. Have you reviewed your retention strategy within the past year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Do you know how many employees would recommend your company to others as a good place to work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Is your organization keeping up with the ever-changing rules under the FMLA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Are you giving employees all the time and resources they need to make informed COBRA decisions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Have you reviewed your ADA policy within the past year and understand its impact on potentially complicated issues like employee substance abuse rehabilitation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Are employees trained on storing and protecting sensitive electronic data?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Do you train employees on the proper storage and protection of health information, as it applies to HIPAA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Are employees instructed on creating strong passwords and the best practices for using them, like not repeating passwords used for personal email accounts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Are employees provided with resources for maintaining their health while still fulfilling their job duties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Do you regularly engage with employees through consistent communication, like monthly newsletters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. Are you using social media to offer employees another route for having their HR questions answered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TOTAL SCORE				

Low risk. Contact Henriott Group to confirm: 0-10

Medium risk. Contact Henriott Group to confirm: 11-24

High risk. Contact Henriott Group to confirm: 25-40