

## The New Brunswick Small Business HR CONNEXION



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# CHECKLIST

The Basic HR Tools CHECKLIST offers owners of small businesses a list basic HR management practices to implement in the their daily operations.

## 1. Meeting Workplace Legal Standards

- New Brunswick Employment Standards
- Work Safe NB
- New Brunswick Human Rights Commission
- Canada Revenue Agency
- Service Canada

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## 2. Finding the Right Workers

 [GO TO the section \*\*FINDING THE RIGHT WORKERS\*\* for more information on this HR topic](#)

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## 3. Employee Personal Information

- Collection of Personal Information
- Management of Personal Information
- Protection of Personal Information

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## 4. New Employee Orientation

- Preparation of orientation
  - General introduction of company
  - Job-specific orientation
  - Meeting the team
  - Visiting physical facilities
  - Reviewing company policies and standards
  - Reviewing workplace health, safety and emergency policies and procedures
  - Completing the paperwork
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## 5. Attendance

- Maintaining time sheets
  - Managing leaves and holidays
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## 6. Communication

- Important information to communicate to employees:
  - Company policies
  - Changes in company policies
  - Work assignments
  - Performance standards
  - How well employees are meeting performance standards
  - Employee benefits
  - Changes to employee benefits
  - Significant events in the life of the company that need to be celebrated or that could impact employees

## 7. Discipline

- Putting a code of conduct in place
- Having the employee sign the Employee Manual
- Developing a positive discipline process for permanent staff
  - Oral warning
  - Written warning
  - Suspension or loss of privilege
  - Written commitment by employee
  - Termination of employment

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## 8. Workplace Safety

- Putting in place a workplace health and safety policy

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## 9. Keeping Employees

 *GO TO the **KEEPING EMPLOYEES** section for more information, tips, downloads and links on this HR topic*

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## 10. Employee Performance

 *GO TO the **EMPLOYEE PERFORMANCE** section for more information, tips, downloads and links on this HR topic*

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## 11. On-the-Job Training

- One-on-one performance appraisal meeting
- Evaluation of essential skills
- Choosing methods of learning and appropriate support
- Achieving training objectives

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### SOURCES USED TO DEVELOP THIS CHECKLIST:

The Restigouche CBDC HR TOOLKIT FOR SMALL BUSINESS

The Newfoundland and Labrador HR MANAGER (<http://www.nlhrmanager.ca>)