

The New Brunswick Small Business HR CONNEXION



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CHECKLIST

11 Basic HR Topics

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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

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

5. Attendance

- Maintaining time sheets
- Managing leaves and holidays

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

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>)
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