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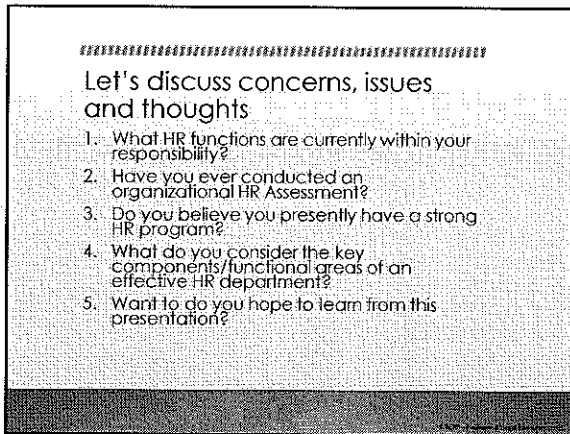
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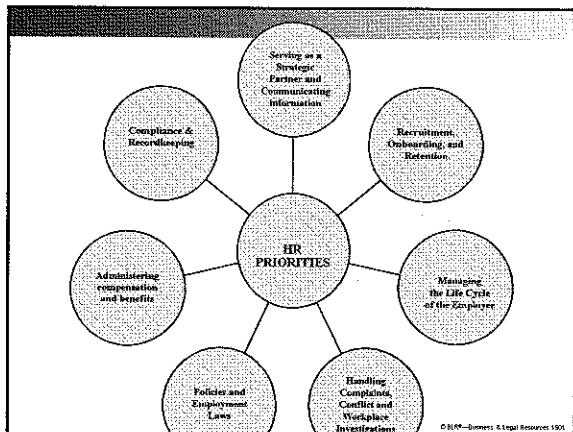
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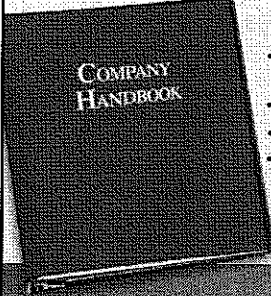
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What You Need to Know About the Organization:



- Mission, and strategic goals and objectives
- Products, services, and customers
- Practices and procedures
- People and processes
- Job descriptions and classifications
  - Labor markets and recruiting sources
- Metrics

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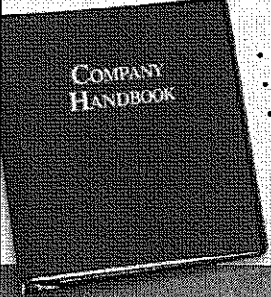
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What You Need to Know About the Organization (cont.)



- HR communications
- Personnel files
- Policy and regulatory issues
- Benefits and compensation
- Performance management
- Safety, health, and wellness programs

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Compliance with Laws and Regulations

- Who is protected?
- What is required or prohibited?
- Where can you find more information?
- Are there local, state, and federal laws?
- Who can you contact if you have compliance questions?



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**Compliance with  
Laws and Regulations (cont.)**

- Are there posting requirements?
- What else do you need to tell employees?
- What records must you keep and how long do you have to retain them?
- How do you deal with employee complaints?
- What do you need to know about enforcement agencies, investigations, and penalties for noncompliance?

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#####  
**Workplace Policies**

- Have you read all the organization's policies?
- What is the purpose of each policy?
- How are policies communicated to employees?
- How do policies assist in legal compliance?
- What happens when policies change?
- What are the consequences of violating policies?

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**Professional Ethics**

- Confidentiality and trust
- Hiring and compensation
- Discipline and discharge
- Training and development
- Performance evaluations and promotions



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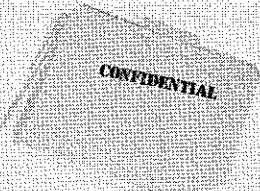
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### Professional Ethics (cont.)

- Employee privacy
- Discrimination
- Relationships within the organization
- Relationships with service providers



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### HR Communications

- Employee handbook
- Management policy manual
- Orientation and training programs
- Brochures, booklets, and payroll stuffers



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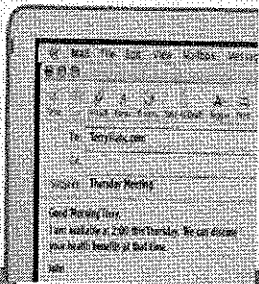
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### HR Communications (cont.)

- Posters
- Bulletin boards
- Newsletters
- E-mail, intranet, and Internet



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HR Communications (cont.)

- Memos
- Meetings
- Surveys, questionnaires, and suggestion systems
- Communication with supervisors and managers



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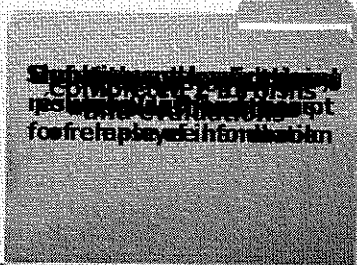
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Recordkeeping



Standardized and consistent recordkeeping for employee information

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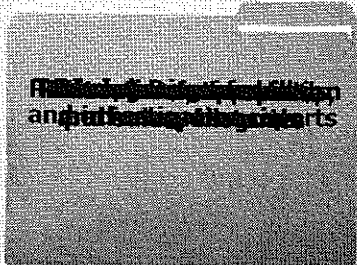
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Recordkeeping (cont.)



Standardized and consistent recordkeeping for employee information

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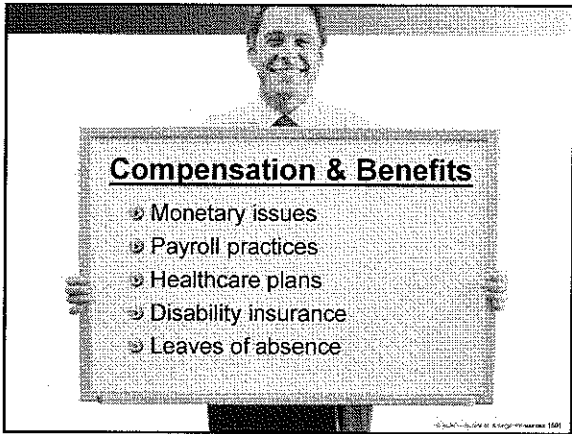
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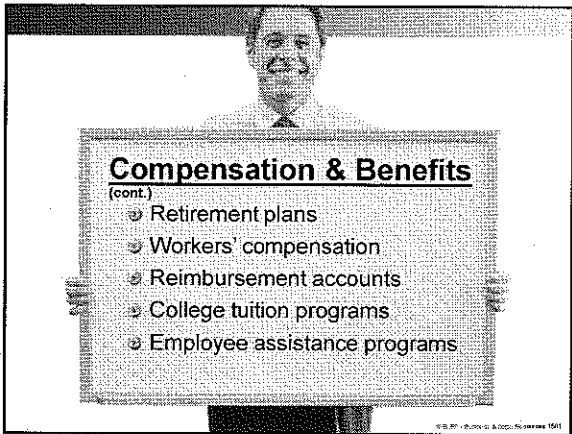
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