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HR Compliance Checklist

1. Do you have a completed and signed I9 form for every employee?
2. Do you have a company handbook that identifies guidelines for employees?
3. Are you asking the same job-related interview questions to all candidates for the same role?
4. Are your employees accurately classified following Fair Labor Standards Act ([FLSA](#))?
5. Do you have signed job descriptions for all employees?
6. Has your staff completed the sexual harassment training based on your state's guidelines?

If you answered *no* to any of these questions, please reach out so I may assist.