



HR Standard Operating Procedure (SOP) Checklist

Complete

Score	8 / 8 (100%)	Flagged items	0	Actions	0
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Document No.	20230425
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Prepared By	Dasia Grimes
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Date Conducted :	25.04.2024
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Date SOP was Last Modified	28.04.2023 11:30 PST
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What processes or Activities does this SOP Cover?

- Recruitment and Staffing**
- Employee Records and Documentation**
- Compensation and Benefits**
- Compliance and Legal Matters**

Are there any processes or activities excluded from this SOP?	N/A
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Who is responsible for carrying out and oversee the procedures outlined in this SOP?	Dasia Grimes
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Is there an existing On-boarding and Off-boarding SOP that are being followed by HR Officers? Off-Boarding Guidelines - HI Healthcare Corp..pdf On-Boarding Guidelines - HI Healthcare Corp..pdf	Yes
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When was the last time the On-Boarding SOP was modified?	16.01.2023 14:00 PST
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When was the last time the Off-Boarding SOP was modified?	16.01.2023 14:00 PST
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Next SOP Update will be on 2nd Week of July for all On-Boarding and Off-Boarding guidelines

Are there any urgent concerns that are being raised by employees regarding On-Boarding and Off-Boarding procedures?	N/A
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Employee Records Management	1 / 1 (100%)
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Is there an existing Employee Records SOP that are being followed by HR Officers? Employee Records SOP Guidelines - HI Healthcare Corp..pdf	Yes
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Are there any issues raised or concerns that involves Employee Records Management?

N/A

Recruitment and Hiring

1 / 1 (100%)

Is there an existing SOP for Recruitment and Hiring Process?

Yes

[Hiring and Recruitment Guidelines - HI Healthcare Corp. 2023.pdf](#)

Is the company actively hiring this quarter?

Yes

Please indicate which Department and No. of New Hires requested

Marketing Dept. - 3 Junior Marketing Specialists

Legal and Compliance

1 / 1 (100%)

Did the company conduct an annual HR Compliance review this year?

Yes

[HI Healthcare Corp. - 2023 Annual HR Legal and Compliance Review.pdf](#)

Are HR policies and procedures regularly reviewed to ensure compliance with changing laws and regulations?

Yes

Is there a process in place to communicate policy changes to all employees?

Yes

The office Bulletin Board and Internal comms are regularly used for company updates regarding policies and other compliances.

Are employees classified correctly as exempt or non-exempt, in compliance with overtime laws?

Yes

Additional Notes / Issues / Concerns

Conducted by

Dasia Grimes

Dasia Grimes
27.10.2023 12:52 PST

Media summary

File summary

[Off-Boarding Guidelines - HI Healthcare Corp..pdf](#)

[On-Boarding Guidelines - HI Healthcare Corp..pdf](#)

[Employee Records SOP Guidelines - HI Healthcare Corp..pdf](#)

[Hiring and Recruitment Guidelines - HI Healthcare Corp. 2023.pdf](#)

[HI Healthcare Corp. - 2023 Annual HR Legal and Compliance Review.pdf](#)