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Title Page

Basic Information

Document No.

Prepared By

Date Conducted :

 

Date SOP was Last Modified

 

Scope of SOP

What processes or Activities does this SOP Cover?

Are there any processes or activities excluded from this SOP?

- Yes No N/A
-

What are the processes or activities excluded?

Why are these processes or activities excluded?

Who is responsible for carrying out and oversee the procedures outlined in this SOP?

On-boarding / Off-Boarding Processes

Is there an existing On-boarding and Off-boarding SOP that are being followed by HR Officers?

Yes No N/A

When was the last time the On-Boarding SOP was modified?



When was the last time the Off-Boarding SOP was modified?



Are there any urgent concerns that are being raised by employees regarding On-Boarding and Off-Boarding procedures?

Yes No N/A

Employee Records Management

Is there an existing Employee Records SOP that are being followed by HR Officers?

Yes No N/A

Is there an existing alternative guideline on how to properly manage Employee Records Management?

Yes No N/A

Are there any issues raised or concerns that involves Employee Records Management?

Yes No N/A

Recruitment and Hiring

Is there an existing SOP for Recruitment and Hiring Process?

Yes No N/A

Is there an alternative guideline that are being followed for Recruitment and Hiring Process?

Yes No N/A

Is the company actively hiring this quarter?

Yes No N/A

Please indicate which Department and No. of New Hires requested

Legal and Compliance

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

Yes No N/A

Is there a schedule on completion date for the HR Compliance review this year?

Yes No N/A

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

Yes No N/A

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

Yes No N/A

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

Yes No N/A

Summary

Additional Notes / Issues / Concerns

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