



# HR Examiner

*Examining practical HR issues business owners  
and managers encounter every day*

## 50 Ways to Treat Your People

October 2008

### 25 More Tips

1. Discipline employees consistently
2. Involve employees when planning changes
3. Pay competitively
4. Don't allow over-familiarity
5. Conduct performance reviews on time

### Top Human Resources Tips

I was creating a training program for one of my association clients. This is my third year presenting one of my favorite sessions “Ask the HRxpert.”

It's an open forum Q&A session where the audience members get to ask me the HR questions that are first and foremost on their minds for operating their business and handling their HR issues.

While this ultimately becomes an animated discussion, it sometimes takes a few minutes of asking “who has a question?” until everyone stops worrying about whether they're the only one with this particular HR issue. After a lot of head-nods from other business owners affirming that they are encountering the same issues, the discussion becomes so animated that people wish they had more time for the session.



6. Recognize staff accomplishments
7. Offer competitive time off benefits
8. Are your employees having fun?
9. Regularly assess which employees are keepers and which are not
10. Assemble an employee relations team
11. Review your handbook to see what policies aren't being followed
12. Don't hire out of desperation
13. Document, document, document
14. Purchase Employment Practice Liability Insurance
15. Always develop your employees

To minimize the start-up delay, each year I create some sort of checklist or tips sheet to help speed up the Q&A process. This year I created a list of 50 Tips for business owners and managers to consider regarding their HR operations. It's in random order and if I went into detail on any one of the topics each could be a newsletter article in itself. If you see a topic that you'd like me to detail in one of the upcoming HRxaminer newsletters, send me an email and I'll add it to my list!

1. Create an HR infrastructure
2. Develop and share goals with your employees
3. Clarify roles and job descriptions
4. Manage by walking around
5. Address potential sources of conflict before they erupt
6. Survey your company's "climate"
7. Identify your stars and reward them
8. Train your managers
9. Offer a periodic in-company social hour
10. Always get candidate references
11. Make your employees feel welcome
12. Remember: a business is only as good as the people who work in it

16. Script all interviews
17. Deal with issues as they arise
18. Respect confidentiality
19. Conduct harassment training
20. Don't inflate performance reviews
21. Supervise everyone consistently
22. Outsource COBRA administration
23. Pay attention to employee complaints
24. Develop a management philosophy
25. Hire slow, fire fast

13. Develop an effective employee handbook
14. Use incentives other than money
15. Enforce strict attendance procedures
16. Appraise your staff regularly
17. Create a culture of good leavers
18. Stay on top of HR compliance
19. Develop a compensation program
20. Screen candidates over the telephone
21. Understand overtime pay practices
22. Continually look for strong employees, even if all your openings are filled
23. When you can't in-source HR, out-source HR
24. Manage your personnel files
25. Create a solid new employee orientation process

**Of course, if you need any help with any of the concerns above, call or email me!**

*Quick Links...*

Copyright (c) 2008 Arlene Vernon, HRx, Inc.

- [About HRx](#)
- [About Arlene](#)
- [Consulting Services](#)
- [SINGular Celebrations](#)
- [HRxaminer](#)
- [Speaking/Training](#)

**If you're not having fun with your human resources, call Arlene today at 952-996-0975**  
[Arlene@ArleneVernon.com](mailto:Arlene@ArleneVernon.com)

## About Arlene Vernon

Arlene Vernon, PHR, partners with small businesses as their Human Resource Xpert to create their HR systems and solve their HR problems.

If you have gaps in your HR operation, have an employee problem to solve, or want to enhance your managers' skills, call Arlene today. Learn how HRx can save you time and help you avoid costly HR mistakes. HRx, Inc., Eden Prairie, MN 55344, 952-996-0975, [www.HRxcellence.com](http://www.HRxcellence.com). [Arlene@ArleneVernon.com](mailto:Arlene@ArleneVernon.com)

## Subscriber Info

HRx, Inc. respects your privacy and does not give out or sell subscriber names and/or e-mail addresses. Feel free to pass this newsletter to your friends and colleagues as long as the entire newsletter is kept intact. If this newsletter has been forwarded to you, please [sign up](#) to receive your own copy. If you wish to be taken off this list simply [send an email](#).

## Share This Article

This article is available for your use or reprinting in web sites or company communications with the agreement that Arlene's biographical information above and a link to her website is included with the article.

