



# Reduce Risk with a Compliance Checklist

## Assess Your Organization's Needs

Keeping up with federal, state and local regulations can be challenging for employers. Not complying with these regulations could lead to audits, penalties, litigation or even jail time.

We're here to help you reduce risk and protect your company. Use this checklist to assess your compliance needs and make necessary changes to stay on track.

Compliance Checklist	Yes	No
<b>Recruiting and Interviewing Practices</b>		
Do you have written job descriptions for every position, including Fair Labor Standards Act (FLSA) and Americans with Disabilities Act (ADA) requirements?		
Have you trained your managers and staff on lawful and unlawful interview questions?		
Do you use an applicant tracking system (ATS) to manage hiring processes and streamline recruitment?		
Have you filled out a Form I-9 for every person you hired for employment?		
If so, have you audited them?		
<b>Talent Management</b>		
Do you regularly evaluate your employees' performance and employ effective methods for providing feedback and monitoring progress?		
Have your managers received consistent training in their management of employees?		
Do you provide best practices for employee coaching strategies, starting from the hiring process and continuing through to termination?		

Compliance Checklist	Yes	No
<b>Harassment and Violence in the Workplace</b>		
Do you have a process to investigate a sexual harassment claim?		
Do you understand your responsibilities for preventing violence in the workplace?		
Have you provided anti-harassment and discrimination training that complies with state laws and best practices?		
<b>OSHA Regulations</b>		
Have you provided OSHA safety training to employees?		
Do you know how to handle a state unemployment insurance dispute?		
Have you completed OSHA Forms 300, 300A and 301?		
<b>Multi-State Compliance</b>		
Do you understand state-specific employment compliance requirements and laws?		
Do you regularly review your employee handbook to ensure compliance with relevant employment laws?		
Are you familiar with the compliance requirements you must follow for out-of-state employees?		
<b>Workplace Safety</b>		
Have you established safety and emergency action plans for your business and managers?		
Have you developed your workplace injury and illness prevention program?		
Have you provided OSHA safety training to employees?		

Compliance Checklist	Yes	No
<b>Wage and Hour Laws</b>		
Have you established safety and emergency action plans for your business and managers?		
Do you follow federal, state and local specific overtime rules?		
Do you comply with various posting and notice laws to inform employees of their rights?		
<b>Benefits Management</b>		
Do you understand your company's health benefit plan, as well as Affordable Card Act (ACA) and Consolidated Omnibus Budget Reconciliation Act (COBRA) requirements?		



## Protect Your Business and Employees

Discover how isolved's solutions can simplify how you manage these compliance requirements and safeguard your organization.

[Request A Demo](#)

\*Please consult with a legal professional for specific legal advice. This is for informational purposes only.