HR Starter Sheet Cheat Sheet

by Naryam via cheatography.com/152699/cs/32871/

Onboarding

I-9- Completed online	Equipment
Social Security	Proper permissions/ Logins
Benefits	Brief tour
Driver's License	Remote/ Location send off
Payroll (Mid month pay draw, blank check)	Send welcome email asking for picture

Daily Tasks

Jitbit & Knowledgebase, Interception of basic tix

Recruiting tasks

Onboarding Quiz Retainment

Note Taker- MIS Incident response, Safety and EDI Committees

MIS PO & Delivery

Special Projects and process improvement

Recruiting- Customer Service, posting, scheduling interviews, background check, reference checking... etc

Recruiting Websites

Linked In

Facebook (Page and Local Groups)

Bigfoot

Handshake

Email Listervs

HR Resources

SHRM	CareerArc
HR Morning	PayChex
Thread HCM	Patty McCord
HR.com	HireRight
HR Bartender	ELI
Genesis HR Solutions	TriNet
TLNT	BambooHR
Deliotte- Risk Management.. etc	The Balance Careers
Fairygodboss	TalentCulture
HR.BRL.com	Fistful of Talent

Weekly Tasks

Employee Update

Update Job Boards

Post on Message boards- All staff emails

Data Entry into Paycom (2x per week)

Create Recruitment Materials

WW BP project

Emails/ Message boards: Uplifting messages or informational, such as EAP info, career advancement/ training opportunities, or employee reward campaigns

Data Entry: Paycom photos for employees, training, or rewards. Running reports for VOYA, New hire dates...etc

Monthly/ Occasional Projects

Pay Analysis

Employment Site content

Employment Verifications

Event Planning

VOYA reminders

CEO Thank You card projects

HR Useful Webinars/ Events

SHRM annual conference

SHRM webcasts

Podcasts

NHRMA

INSHRM

By **Naryam**
cheatography.com/naryam/

Published 27th June, 2022.
Last updated 27th June, 2022.

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