



## HR and Compliance Scorecard

**Is your organization receiving the support it needs?** Circle the number that best represents your company's current situation for each paired statement. Select 1 if it mostly relates to the statement on the left, and 5 if it most closely relates to the statement on the right.

We spend time researching and/or money on attorneys to obtain answers to important HR questions.	1	2	3	4	5	We have a trusted team of HR experts we can call to obtain fast, accurate answers to all HR and compliance questions.
Hiring new employees is a challenge; we lack a repeatable process and supervisors are not adequately trained on hiring practices.	1	2	3	4	5	I have access to best practice checklists for hiring and retention, new hire toolkits, and interviewing training courses.
We lack the resources to keep pace with the changing employment laws in the states we operate.	1	2	3	4	5	We're knowledgeable about and compliant with the employment laws in the states where we operate.
We are not prepared for a DOL audit.	1	2	3	4	5	We are adequately prepared for a DOL audit at any time.
Training and development programs are needed, but we do not have the resources to deliver to every employee.	1	2	3	4	5	Training and development programs are established for every employee and are running well.
We're uncertain where we have exposures related to our HR policies and practices.	1	2	3	4	5	We have completed an HR audit and have resolved areas of exposures related to our policies and practices.
We do not have an employee handbook, or it is not reviewed regularly for state and federal updates.	1	2	3	4	5	A signed copy of the employee handbook has been distributed to every employee and is monitored for state and federal updates.
We do not have written job descriptions for each position in our organization.	1	2	3	4	5	We have a job description customization tool to improve recruiting, performance management, disability accommodation and return-to-work analyses.
We do not have a formal procedure to evaluate employee performance.	1	2	3	4	5	We have a documented employee performance management process to improve productivity and performance.
We do not have a formal procedure to investigate employee complaints, including harassment claims.	1	2	3	4	5	Employees have been notified of our formal process for investigating employee complaints and/or harassment claims and managers are trained to know their roles in the process.

**Scoring: Add the number from each answer above to determine your score.**

<b>Excellent</b>	<b>46-50</b>	Congratulations! Your company is on top of all things related to HR and compliance and you have established practices and procedures that are working well. Keep up the great work and remember Mineral™ has the tools and resources you need to continue running a successful HR department.
<b>Good</b>	<b>40-45</b>	You're off to a good start; however, there is room for improvement. Mineral Experts™ paired with robust online resources are available to help you start reducing risk and improving operational efficiencies.
<b>Room for Improvement</b>	<b>30-39</b>	Let's make things better. There are many areas where your company is doing well, but there are some critical areas where improvements are needed. Mineral will help you get everything in order.
<b>Caution</b>	<b>&lt;30</b>	Great news! Mineral can help you turn things around quickly. We will assist you with assessing needs for both immediate and long-term improvements. Let's get started!