HUMAN RESOURCES (HR) STANDARD CHECKLIST

HR 1: Human Resources Planning
Strategic Workforce Analysis

- Assessment of workforce needs
- Community Demographic Profile
- A list of administrative and management personnel by department that includes:
    - Name
    - Title
    - Degree held and/or other credentials
    - Role (e.g., employee, volunteer, or contractor)

HR 2: Recruitment and Selection
Hiring and Onboarding

- Recruitment and selection policies
- Recruitment and selection procedures
- Background check policy
- Background check procedures
- Sample job descriptions from across job categories or positions
- Relevant portion of Governing Body minutes when HR selection policies were reviewed and approved

HR 3: Satisfaction and Retention
Staff Well-being and Organizational Culture

- Summary results of most recent staff satisfaction survey
- Summary results of most recent staff retention analysis
- Table of Contents for personnel policies and procedures manual
- Personnel grievance procedures
- Documentation of actions taken to address satisfaction and retention concerns
- Personnel policies and procedures manual
- Grievance reports for the past six months

HR 4: Performance Review
Evaluation and Growth

- Performance review procedures
- Performance evaluation forms/templates

HR 5: Personnel Records
Data Security and Confidentiality

- Procedures for maintaining personnel records
- Procedures regarding access to personnel records

Disclaimer: *This document is intended solely as a reference checklist to support Accreditation/Certification preparation efforts. For comprehensive requirements and guidance, please refer to the full Human Rights COA Accreditation Standard.*

HR 6: Volunteers
Volunteer and Intern Engagement

- Procedures for developing and reviewing volunteer/intern assignments
- Volunteer/intern supervision procedures
- Sample volunteer/intern assignments from across categories
- Documentation tracking volunteer/intern completion of required trainings

HR 7: Independent Contractors
Oversight and Accountability

- Procedures for contracting and monitoring contracts with independent contractors
- Case record content and maintenance procedures that address contractor requirements
- Procedures for collecting quality data from contractors
- Procedures for maintaining independent contractor records
- Sample contracts with independent contractors
- Documentation of contract compliance, including evidence of competencies/requirements associated with necessary qualifications and trainings

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