



Human Resources Action Items

Recruitment Process Optimization

- **Action Item: Develop and Post Job Advertisements**
 - **Deliverable:** Professionally written and strategically posted job ads on relevant job boards and social media platforms to attract suitable candidates.
- **Action Item: Implement Resume Screening Procedures**
 - **Deliverable:** Systematic screening of resumes using established criteria to shortlist qualified candidates for further evaluation.
- **Action Item: Coordinate Interview Scheduling**
 - **Deliverable:** Efficient scheduling of interviews between candidates and hiring teams, including confirmation emails and calendar invites.
- **Action Item: Manage Candidate Communication**
 - **Deliverable:** Regular updates and feedback to candidates throughout the recruitment process, ensuring clear and timely communication.
- **Action Item: Integrate Applicant Tracking System (ATS)**
 - **Deliverable:** Setup and customization of an ATS to streamline candidate tracking, application management, and reporting.

Onboarding Process Enhancement

- **Action Item: Design Onboarding Plan**
 - **Deliverable:** Comprehensive onboarding plan including key activities, timelines, and resources to facilitate new hire integration.
- **Action Item: Organize Welcome and Orientation Programs**
 - **Deliverable:** Coordinated orientation sessions and welcome activities to introduce new employees to company culture, policies, and procedures.
- **Action Item: Manage Employment Document Processing**
 - **Deliverable:** Assistance with the preparation, completion, and filing of employment documents and compliance forms.
- **Action Item: Schedule Initial Training Sessions**
 - **Deliverable:** Organized training sessions to provide new hires with necessary skills and knowledge for their roles.
- **Action Item: Collect and Analyze New Hire Feedback**



- **Deliverable:** Gather feedback from new employees on their onboarding experience to identify areas for improvement and enhance future onboarding processes.

Employee Records Management

- **Action Item: Set Up Employee Records System**
 - **Deliverable:** Implementation of a systematic and organized employee records management system, including digital or physical storage solutions.
- **Action Item: Maintain and Update Employee Records**
 - **Deliverable:** Regular updates to employee records, including personal information, employment history, and performance evaluations.
- **Action Item: Ensure Compliance with Regulatory Requirements**
 - **Deliverable:** Review and maintain employee records to ensure compliance with relevant legal and regulatory standards.
- **Action Item: Implement Secure Document Storage**
 - **Deliverable:** Secure storage solutions for employee records with restricted access to authorized personnel only.
- **Action Item: Prepare for Audits**
 - **Deliverable:** Organized and accurate records for audit readiness, including documentation and compliance verification.

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