HR Checklist for Startups

Early stages can be scary, especially when it comes to small businesses and startups – so if you're looking for where to start, this is a great document to help you build HR from scratch and make sure you don't forget anything along the way.

1. Person responsible for HR

- ☐ Reliable and trustworthy
- ☐ Works well under pressure
- ☐ Super organised
- ☐ Great communication skills
- ☐ Quick learner

2. HR software

- ☐ Onboarding
- ☐ Data and document storage
- ☐ Time off management

3. Three mandatory HR policies

- ☐ Health and Safety policy
- ☐ Disciplinary and Dismissal policy
- ☐ Grievance policy

4. Other HR policies

- ☐ Holiday policy
- ☐ Parental leave policy
- ☐ Mental health policy
- ☐ Flexible working policy
- ☐ Nomad working policy
- ☐ Adjusted work-week policy
- ☐ Sick leave policy
- ☐ DE&I policy

5. UK employment law

- ☐ Employment contracts
- ☐ Preventing discrimination in your workplace
- ☐ Proposing reasonable adjustments for disabilities and health conditions
- ☐ Getting Right to Work documentation from your employees
- ☐ Getting an Employer's liability insurance
- ☐ Automatically enrolling all of your team members in a workplace pension

6. Onboarding

- ☐ Creating all their login details and their email address
- ☐ Putting together a welcome pack
- ☐ Ordering all their equipment
- ☐ Setting up their payroll
- ☐ Putting together a first-day agenda and checklist
- ☐ Setting up meetings to introduce them to everyone
- ☐ Sending another reminder and a welcome email

7. Remote working

☐ Build a team directory

☐ Set up working locations

☐ Keep up to date with who is off through a company calendar

☐ Centralise all your core HR tasks in one platform

☐ Organise meetings with Google Meets, Zoom or another platform

☐ Have Slack available or another instant messaging program

☐ Instigate moments of connection with your team through online events

8. Career progression

☐ Build a career progression framework

☐ Address any underperformance issues straight away

☐ Set up regular performance reviews conversations

9. Benefits

☐ Ponder the different ways you can offer flexibility to your team

☐ Put together a small budget in place for well-being

☐ Work around tax implications

☐ Consider not having an office

☐ Get a Perks platform

10. 3 tips to succeed

☐ Stay open to change

☐ Consult with your team

☐ Don't ignore HR

Did you know that with Charlie, you can create and templatise your HR checklists directly on the software? Set due dates, tag coworkers and get automatic reminders to complete tasks all in one place.

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