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| **What Business Leaders Get Wrong About Their HR Practices:** |
| 10 Steps to Creating a Better Business |
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1. **FMLA applies to employers who have 50 or more employees within a 75-mile radius.**

True False

1. **HR procedures are:**
2. Important to have because they help with consistency on handling employee issues
3. Legally mandated
4. Difficult to document
5. Needed only for companies with more than 25 employees

**3. HR files should:**

1. Contain all information pertaining to a particular employee
2. Be duplicated for each manager to have a desk file for access to data regarding their employee
3. Be available to anyone who needs to see them
4. Be kept in lockable file cabinets in a secure location

**4. When out-processing employees, an employer should:**

1. Document reasons for terminating an employee
2. Conduct exit interviews on any voluntary terms that are willing to do so
3. Determine ahead of time, who should be involved in approvals when terminations are going to occur
4. All of the above

**5. Written job descriptions:**

1. Assist companies with writing accurate interviewing questions that are based on defined skills needed for a job
2. Are important to have but are not critical to the overall effectiveness of the business
3. Are only necessary when someone requests a modification under the ADAAA
4. Need only specify essential job functions, and mandatory qualifications
5. **The sole purpose of new hire orientation is to communicate company policy and hand out new hire forms as they relate to the business.**

True False

**7. Regarding immigration regulations and the Form I-9:**

1. An employer is required to verify an employee’s right to work in the United States by viewing their driver’s license and their social security card
2. It is discriminatory for an employer to require an employee to show more documents than are necessary for the purpose of completing the I-9 form
3. There are no penalties or fines for not complying with immigration regulations and documentation
4. An expired US passport is an acceptable document to use to satisfy the I9 form

**8. When an employee receives a written verbal corrective action, there is no need to get their signature on the corrective action form.**

True False

**9. One of the most effective types of interview questions are:**

1. Hypothetical questions
2. Random questions that come to the interviewer’s mind during the interview based on a candidate’s answers
3. Behavioral-based interviewing questions
4. None of the above

**10. A person who is classified as “exempt” is exempt from being paid overtime.**

True False

**Step 10** Stay Current on Laws that Apply to Your Size Business

**Step 9** Ensure Correct Classification With Regards to FLSA

**Step 8** Create a Step by Step HR Procedure Manual

**Step 7** Maintain Proper HR Files and Records

**Step 6** Out-Process Terminating Employees…(carefully!)

**Step 5** Create (or) Update All Job Descriptions

**Step 4** Process & Onboard New Employees Effectively

**Step 3** Adhere to Immigration Regulations

**Step 2** Provide Leadership Training for Your Management Team

**Step 1** Establish a Solid Selection Process

**Additional Notes:**

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