



Human Resources & Safety Manual Review Meeting

Goal

To gain an understanding of the **Human Resources processes** currently performed throughout the employee lifecycle and to review the **Safety Manual** for accuracy, completeness, and recommended updates.

1. Talent Acquisition

Requisition Process

- Workforce planning and position approval
- Requisition creation and authorization
- Posting and recruitment strategy

Selection/Interview Process

- Interview questions and evaluation criteria
- Interview formats and panel structure
- Candidate scheduling and coordination
- Candidate communication
 - Salary expectations

Employment Offer Process

- Minimum 2 week lead time required
- Offer preparation and approvals
- Verbal and written offer procedures
- Negotiation and acceptance process

Pre-Employment Screening

- Background checks
 - Motor Vehicle (if applicable)
 - Reference checks
 - Credential and employment verification
 - Drug testing requirements (if applicable)
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Human Resources Process Review Meeting (continued)

2. Onboarding

New Hire Paperwork

- Employment forms and compliance documents
- Benefits enrollment
- Policy acknowledgments

Equipment and Systems Access

- Technology and equipment requests
- Email and system setup
- Security access and credentials
- Access Badge
- Employee ID (photo required)

New Employee Orientation

- Organizational overview
- Policies and procedures
- Benefits and employee resources

First Day Experience

- Welcome process
 - Supervisor introductions
 - Training schedule and expectations
 - Position Description Review and Acknowledgement
 - Workspace readiness
 - Onboarding Buddy
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Human Resources Process Review Meeting (continued)



Discussion Questions

- What aspects of these processes work well today?
 - Where are the current challenges or bottlenecks?
 - What systems, forms, or tools are being utilized?
 - Are there any planned process improvements or changes?
 - What metrics are currently tracked and reported?
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Desired Outcomes:

- Conduct a comprehensive review of the following documents to begin the process of the Safety Manual rebuild:
 - Safety Manual Draft 0.1 [provide documented recommendations for all bracketed items]
 - Table of Contents
 - Interim Controls
 - Hazard Profiles
- Document current-state HR processes, identify opportunities for centralization, improvement, and establish a foundation for process standardization and future enhancements.