

How to Set Up an HR Department



When a business reaches the stage where it starts hiring additional staff, the first and most important initial department the company needs to create is Human Resources. HR is responsible for managing employees' personal data and needs, and is the foundation on which an expanding company is built.

So, how does one go about creating an HR department? We break it down in six easy steps!

STEP 1 >>> STAFFING PLAN

Create a staffing plan by answering the following questions:



What positions need to be filled?



How much salary are those positions worth?



How many employees can you afford?

STEP 2 >>> CREATE JOB PROFILES



Create job positions



Lay out job responsibilities & guidelines



Form a company hierarchy

STEP 3 >>> CREATE APPLICANT TRACKING SYSTEM



Purchase applicant tracking software



Transfer old spreadsheets and files



Categorize, track, and compare the flow of applicants

STEP 4 >>> RECRUITING SYSTEM

Decide what recruiting tools to utilize. Build a recruitment strategy:



What kind of listings should be created?



What's the recruitment budget?



Where should job listings be targeted?

STEP 5 >>> EMPLOYEE MANAGEMENT

Create a series of documents for tracking/managing employees:



Timecards/time tracking system



Time off/vacation requests



Performance reviews



Employee requests/communication forms

STEP 6 >>> EMPLOYEE REPLACEMENT

Devise a system for employees who are leaving and need to be replaced:



Will your company have exit interviews?



How much notice is required?



Will positions be automatically filled?



Will positions be evaluated & reshaped before a new person is brought in?