



BIASHARA SOLUTIONS

Is Your Business HR Ready?

Self-Assessment

\$250 VALUE - FREE

A quick, practical assessment to help small business owners identify HR gaps, reduce risk, and decide what needs attention first.

Use this self-assessment to:

- ✓ Rate your HR foundation in key business areas
- ✓ Identify urgent compliance and people-practice gaps
- ✓ Create a simple action plan for next steps
- ✓ Know when to request HR consulting support

Helping businesses make sense of strategy, people, compliance, and growth.



How to Use This Self-Assessment

Complete the score column for each statement, then total your score at the end.

Scoring Scale

Score	Meaning	Use When
0	Not in place	No process, policy, documentation, or consistent practice exists.
1	Partially in place	Something exists, but it is informal, outdated, inconsistent, or incomplete.
2	Mostly in place	The practice exists and is usually followed, but may need updates or review.
3	Strongly in place	The practice is documented, current, consistent, and understood by leadership.

Before You Begin

- ✓ Be honest. This tool is designed to show opportunities, not to judge the business.
- ✓ Use the notes column to write questions, gaps, or examples.
- ✓ After scoring, review your lowest areas first. Those are likely your best next steps.

Important: This self-assessment is a general HR planning tool. It does not replace legal advice, a full HR audit, or a business-specific compliance review.



HR Readiness Assessment

Score each statement from 0 to 3. Total possible score: 72 points.

1. Hiring & Onboarding

Statement	Score 0-3	Notes / Gap Identified
Job descriptions are current and match actual duties.		
Hiring practices, interview questions, and selection criteria are job-related and consistent.		
New hire paperwork is completed before or at the start of employment.		
New employees receive a structured onboarding experience and clear expectations.		

2. Employee Records & Documentation

Statement	Score 0-3	Notes / Gap Identified
Personnel, payroll, medical, and investigation records are stored appropriately.		
Employee information is treated as confidential and access is limited.		
Required documents are retained according to appropriate timelines.		
Performance, coaching, corrective action, and acknowledgments are documented consistently.		



HR Readiness Assessment Continued

Score each statement from 0 to 3. Total possible score: 72 points.

3. Wage, Hour & Payroll Practices

Statement	Score 0-3	Notes / Gap Identified
Employees are properly classified as exempt or non-exempt.		
Timekeeping records are accurate, reviewed, and maintained.		
Overtime, travel time, training time, and meal/rest practices are reviewed for consistency.		
Payroll deductions, final pay, and wage changes are documented and handled appropriately.		

4. Policies, Handbook & Workplace Standards

Statement	Score 0-3	Notes / Gap Identified
The employee handbook or policy set is current and reflects actual company practices.		
Anti-harassment, discrimination, retaliation, attendance, safety, and conduct policies are included.		
Employees sign acknowledgments for key policies and expectations.		
Managers understand how to apply workplace policies consistently.		



HR Readiness Assessment Continued

Score each statement from 0 to 3. Total possible score: 72 points.

5. Performance, Discipline & Employee Relations

Statement	Score 0-3	Notes / Gap Identified
Managers document performance concerns in a timely and objective manner.		
Corrective action is consistent, fair, and reviewed before serious discipline or termination.		
The business has a clear process for employee complaints and workplace concerns.		
Leadership reviews turnover, engagement, complaints, and recurring risk trends.		

6. Compliance, Risk & Business Readiness

Statement	Score 0-3	Notes / Gap Identified
Required posters, notices, licenses, and employee communications are up to date.		
Workplace safety, incident reporting, and workers compensation steps are clear.		
Reasonable accommodation, leave, and return-to-work processes are documented.		
The business has identified HR priorities for the next 30, 60, and 90 days.		



Your HR Readiness Score

Add your scores to identify where your business may need the most support.

Score Summary

Category	Subtotal	Priority Notes
Hiring & Onboarding	___ / 12	
Employee Records & Documentation	___ / 12	
Wage, Hour & Payroll Practices	___ / 12	
Policies, Handbook & Workplace Standards	___ / 12	
Performance, Discipline & Employee Relations	___ / 12	
Compliance, Risk & Business Readiness	___ / 12	
Total HR Readiness Score	___ / 72	

What Your Score May Indicate

Score Range	Readiness Level	Recommended Focus
0-24	High Priority	Your business may need foundational HR setup, policy development, and documentation support.
25-48	Moderate Readiness	Some practices are in place, but gaps may create inconsistency, risk, or manager confusion.
49-60	Strong Foundation	Your HR foundation is developing well. Focus on updates, consistency, and manager training.
61-72	HR Ready	Your business appears organized. Consider a periodic review to confirm accuracy and reduce risk.



30-60-90 Day HR Action Plan

Use your lowest-scoring areas to identify what should be handled first.

Top 3 HR Priorities

Priority	Issue or Gap	Action Needed	Owner
1			
2			
3			

Action Timeline

Timeline	Focus Area	Specific Action	Status
Next 30 Days			
Next 60 Days			
Next 90 Days			

Need help making sense of your HR readiness score? Biashara Solutions can help turn your results into a practical HR action plan, policy review, handbook update, or manager training strategy.

Free resource from Biashara Solutions | Empowering People. Elevating Business.