**Quick Reference Study Sheet for Entry-Level HR Professionals**

**1. HR Basics:**

* Understand the fundamental role of HR in an organization: managing human capital, compliance, and creating a positive work environment.
* Familiarize yourself with HR terminology, such as HRIS (Human Resources Information System), EEOC (Equal Employment Opportunity Commission), and FMLA (Family and Medical Leave Act).

**2. Employment Laws and Regulations:**

* Know the major employment laws, including:
	+ Title VII of the Civil Rights Act
	+ Fair Labor Standards Act (FLSA)
	+ Americans with Disabilities Act (ADA)
	+ Family and Medical Leave Act (FMLA)
* Stay up-to-date on local, state, and federal labor laws and regulations.

**3. Recruitment and Staffing:**

* Understand the recruitment process, from creating job descriptions to conducting interviews and making job offers.
* Learn effective sourcing methods, such as job boards, social media, and employee referrals.
* Comprehend the importance of diversity and inclusion in the hiring process.

**4. Employee Onboarding:**

* Master the onboarding process, including paperwork, orientation, and training.
* Ensure compliance with I-9 and W-4 forms, and other legal requirements.
* Create a welcoming experience for new hires.

**5. Employee Relations:**

* Develop strong communication and conflict resolution skills.
* Handle employee grievances, complaints, and disciplinary actions with professionalism and sensitivity.
* Promote a positive workplace culture and employee engagement.

**6. Compensation and Benefits:**

* Understand various compensation structures (e.g., salary, hourly, commission).
* Learn about different benefits (health, retirement, PTO) and their administration.
* Stay informed about market salary trends and benchmarking.

**7. Performance Management:**

* Familiarize yourself with performance appraisal methods and feedback techniques.
* Help managers set goals, evaluate performance, and provide constructive feedback.
* Support the performance improvement process.

**8. HR Technology:**

* Be proficient in HR software and tools, including HRIS, ATS (Applicant Tracking System), and payroll systems.
* Leverage technology for data analysis and reporting.

**9. Record Keeping and Compliance:**

* Maintain accurate personnel records and ensure data privacy and security.
* Adhere to compliance requirements and deadlines, including record retention policies.

**10. Training and Development:**

* Assist in creating training programs and professional development opportunities.
* Encourage continuous learning and skill development among employees.

**11. Safety and Wellness:**

* Promote workplace safety and ensure compliance with OSHA regulations.
* Implement employee wellness programs to enhance well-being.

**12. HR Ethics and Confidentiality:**

* Uphold ethical standards and maintain strict confidentiality.
* Handle sensitive information with discretion and integrity.

**13. Continuous Learning:**

* Stay current with HR trends, best practices, and industry developments.
* Consider obtaining HR certifications, such as SHRM or HRCI.

**14. Effective Communication:**

* Improve your written and verbal communication skills.
* Master active listening and empathetic communication techniques.

**15. Networking:**

* Attend HR-related events and conferences to build professional relationships and stay informed.