

**Client Summary of Personnel Management Issues:** An opportunity for the client to summarize their primary concerns regarding personnel management in the practice.

**Medical Group Document Request:** A request that precedes my visit asking for pertinent information for the human resources management survey. Greatly enhances the survey's completion and reduces the need of your valuable time.

**Labor Law Notification Survey:** Determines a client's compliance with all state and federal labor law notification postings. Checks for poster's content, condition and location as required by law.

**Equal Employment Opportunity Survey:** Takes an in-depth look at equal employment opportunity principles and fair employment practices. Issues include sexual harassment, workplace privacy, employment advertising, office communication, labor law notifications, etc.

**Cobra Survey (20 employees):** Examines COBRA administration including practices, notices, and recordkeeping.

**Family and Medical Leave Survey (50 employees):** Examines FMLA administration including practices, notices and recordkeeping.

**ADA Survey (15 employees):** Determines a client's compliance with ADA mandates. Examines employment practices including reasonable accommodations.

**AIDS Policy Survey:** Determines the existence of an AIDS policy. Reviews the considerations and components of any developed policy.

**FORM I-9 Survey:** Evaluates Form I-9 documentation, filing, tracking and retention.

**Unemployment Insurance Survey:** Examines unemployment insurance administration. Looks at state unemployment employer participation, separation notices, and experience rating.

**DHHS Survey:** Determines if required new hire reporting to the state is completed.

**Workers' Compensation Survey:** Determines a clients compliance with workers' compensation mandates. Review includes Certificate of Compliance, employee notification, incident reports and physician selection.

**Personnel Management Policy Manual and Employee Handbook Survey:** Makes an in-depth analysis of the components, policies and use of the client's employee handbook.

**Personnel Record Survey:** Examines the development, management and confidentiality of personnel records.

**Compensation and Benefits Survey:** A review of compensation and benefit practices.

**Communications Center Survey:** Evaluates employer/employee internal communication practices. Focuses on bulletin board, suggestion box, memo and newsletter development, maintenance and use.

**Job Description Survey:** Determines if job descriptions are properly maintained and used. Looks at applicability, formatting (ADA) and handling.

**New Employee Orientation Survey:** Focuses on employee orientation use, preparation and practices. Specifically addresses employee relations, paperwork and scheduling of particular orientation responsibilities.

**Job Training Survey:** Evaluates job training and continuing education practices. Strives to assure a progressive, consistent and systematic approach to educational opportunities and recognition.

**Employment and Recruiting Survey:** In-depth review of employment practices. Evaluates the process from employment ads, to interviewing, to final selection. Considers legal issues like EEO, drug testing, ADA, etc.

**Employee Performance Appraisal Survey:** Evaluates the appraisal process, instrument, policies, communication and employees satisfaction.

**Employee Relations Survey:** Identifies effectiveness of employer/employee communications, employer recognition programs, and employee satisfaction.

**HIPAA Privacy Rule for Group Health Plans:** Determines compliance status.