



# Human Resources Checklist

## Annual Business Checkup



Plan **performance reviews** and clinic goals for the year



Review **staffing needs** and impacts of any potential changes in the coming year



Review **job descriptions** and update if needed



Create and update employee **succession plans**



Update **office policies, procedures,** and staff **training documents**



Prepare required **payroll** documents (T4 slips, etc.)



Update **contact lists** for staff and vendors



Review updates to **Employment Standards**