

# Employee Checklist



## Insider Threats & Security

- Role-based access controls (least privilege model)  \_\_\_\_\_
- Offboarding process revokes all system access immediately  \_\_\_\_\_
- Monitoring tools in place for unusual behavior/data transfer  \_\_\_\_\_
- Cybersecurity training conducted regularly  \_\_\_\_\_
- System access audits performed periodically  \_\_\_\_\_

## Compliance & Labor Laws

- Employment contracts and policies up to date  \_\_\_\_\_
- Wage, overtime, and benefits comply with law  \_\_\_\_\_
- Labor documentation (leave, hours, discipline) maintained  \_\_\_\_\_
- Health & safety policies reviewed and enforced  \_\_\_\_\_

## Talent & Retention

- Exit interviews tracked and analyzed  \_\_\_\_\_
- Retention plans for top performers and critical roles  \_\_\_\_\_
- Compensation/benefits benchmarked against industry  \_\_\_\_\_
- Culture or engagement surveys conducted regularly  \_\_\_\_\_
- Time-to-fill and turnover metrics monitored  \_\_\_\_\_

## Skills & Succession Gaps

- Succession plans in place for key roles  \_\_\_\_\_
- Cross-training implemented for critical knowledge areas  \_\_\_\_\_
- Future skill needs identified and addressed  \_\_\_\_\_
- Capability reviews conducted by managers  \_\_\_\_\_

## Conduct & Ethics

- Code of conduct and whistleblower policy accessible  \_\_\_\_\_
- Misconduct investigations handled promptly  \_\_\_\_\_
- Open culture encouraged (speak-up environment)  \_\_\_\_\_
- Disciplinary actions are consistent and documented  \_\_\_\_\_

## Remote Work Risks

- Secure tools and VPN access for remote workers  \_\_\_\_\_
- Clear expectations for remote performance  \_\_\_\_\_
- IT support and device policies in place  \_\_\_\_\_
- Regular check-ins for well-being and collaboration  \_\_\_\_\_

## Health & Burnout

- Burnout indicators tracked (e.g. surveys, absenteeism)  \_\_\_\_\_
- Managers trained in mental health awareness  \_\_\_\_\_
- Employee assistance programs available and promoted  \_\_\_\_\_
- Leave policies support mental health and flexibility  \_\_\_\_\_

## Monitoring & Reporting

- Employee risks included in enterprise risk assessments  \_\_\_\_\_
- People risk dashboards or heatmaps available  \_\_\_\_\_
- Regular risk review meetings (HR, Legal, IT) scheduled  \_\_\_\_\_
- Risk mitigation actions tracked and reported to leadership  \_\_\_\_\_