

HR for the Non-HR Manager Self-Test

If you answer NO to 1 or more of these questions, then The Training AdvantEdge has a workshop for you.		YES	NO
1.	Does your organization have a human resource department to keep managers informed about current HR practices in the workplace?		
2.	Does your organization have the human resource tools, such as job descriptions, performance standards, and performance review forms to utilize?		
3.	Does your organization have defensible processes for hiring new staff, conducting orientations, conducting performance reviews, and terminating employees?		
4.	Does your organization encourage continuous learning?		
5.	Do you feel comfortable tackling issues you consider being within the domain of a human resource professional?		