

HR & LEADERSHIP FOR STARTUPS

THE HR & LEADERSHIP
NEWSLETTER BY FUTURELEADS

STARTUP

THE HR DEPARTMENT CHECKLIST FOR STARTUPS

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Startups have a lot of work ahead of them, and in the rush of everyday business, it can be difficult to take time and establish a solid HR department strategy.

While many small businesses may not see the need for an HR department, it is a necessary and valuable asset to have at your company, especially if you are looking to grow.

Not only can establishing an HR department early on help keep your company organized while you grow, but it can handle internal issues that are bound to crop up when you least expect them.

Setting up an HR department in a small company is about creating policies, plans and processes to take care of your business's short-term needs and mitigate long-term risks

Solid HR policies make for a better employee experience and limit your company's liability. However, keep in mind that your HR plans and policies should be customized to your individual startup's needs and updated regularly as you grow and change to stay up to date and reflect the actual.



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- HR FOR STARTUPS – WHAT YOU NEED TO KNOW
- HR DEPARTMENT CHECKLIST FOR STARTUPS

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- [DYNAMIC, STRATEGIC, AGILE HR \(CZ\)](#).
- [HR INTERIM MANAGER IN STARTUP \(CZ\)](#).
- [HR IN STARTUPS \(CZ\)](#).

HR FOR STARTUPS – WHAT YOU NEED TO KNOW

- Consider who you are hiring for your HR department – **hire an experienced HR professional who reflects your company culture.**
- Startups pivot and change quickly. **Keep your HR department simple** so it can keep up and match the maturity of the organization. Do not overcomplicate things.
- Whether you've worked with HR departments in the past or are new to the game, it is important to **start with the basics** – set priorities and create an HR plan.
- When creating your HR plan, **make sure HR and company goals align.** Help set realistic HR goals that can be implemented within three to six months.
- **Your HR department should reflect your company values, mission and vision** in all of its job descriptions, benefits, policies, structure and communications.
- **Implement your policies simultaneously once you've decided on them** to eliminate confusion and communicate the need for these policies to your employees. This can minimize negative impact and maintain your startups's culture for the long-term.
- **Stay involved** – make sure you stay involved in the HR department processes. While you should not micromanage HR, you should be aware of its operations.

HR DEPARTMENT CHECKLIST FOR STARTUPS

- **Establish Company Organizational Design:** your company does not need to have a comprehensive organization plan the day you open, but you need to have a basic organizational structure and operations plan. This plan will act as a guide as your company expands.
- **Outline Regulations for Compliance, Safety, and Health:** developing HR department that is focused on creating a workplace that complies with employer regulations for compliance, safety, and health provides legal protection for your company. Regulations change often, which is where a dedicated HR team can help ensure you are in compliance with the law.
- **Establish Recruiting and Onboarding Procedures:** even if your startup is small, you need to consider how to make hiring decisions and set effective onboarding and new employees adaptation process – a good onboarding process sets your employees for success from day one.
- **Determine Compensation and Benefits:** you need to determine what your pay structure looks like including bonuses and benefits, as well as policies for vacation, sick time, or home office, and what system/structure you will use to manage payroll.

Those above are critical HR basics, but you should also **think of training your employees and evaluating their performance as you progress further.**



There is no fits-to-all HR solution – all depends on which phase is your company at, how many employees it has, how far and how fast it plans to grow, what problems you are facing, what skills and competence you have and need, how is positioned on the market, and how it wants to be perceived and valued, both internally and externally.

One of the solutions can be to hire Strategic HR partner who can advise you as you go or you can temporarily hire an Interim HR Manager who will become part of your company for a while to not only help you map your situation and set priorities, but the manager will help you design and create proper solutions and tools based on your needs, given situation and future aspirations.

STRATEGIC/INTERIM HR MANAGER can help you in the following areas:

- Map your current situation and recommend priorities and areas where to focus on and how to best handle them step by step
- Advisory, coaching and HR mentoring for business owners, founders and managers on how to best approach and act in different HR areas and situations
- Design and develop HR processes, policies, tools and solutions for talent acquisition, onboarding and adaptation, employee training and development, performance management, remuneration and employee relations, retention and satisfaction
- Provide managers and teams support to increase the level of collaboration and employee engagement and cooperation, including training for managers and teams
- Active involent in creating company culture, values and employer branding, including internal and external communication design and set up
- Create new HR team, or train and support your current HR team

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