

Human Resources Just Got a Lot Easier



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Human Resources Fundamentals

Do you know all you need to know?

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If you missed the Human Resources Fundamentals – Do you know all you need to know? – break out session at Success Quest on Tuesday, November 6th, here are the answers to the assessment.

If you do not know where your business stands with regards to its basic HR practices, now is the time to find out!!! Contact HRP for information on its Human Resource Fundamentals Evaluation. You will receive a comprehensive report and consultation from an HRP expert on your HR basics. This evaluation will identify the areas in which your practices are satisfactory, areas where special attention should be given and areas in which your business is not compliant. HRP can provide you solutions to remedy areas in which require special attention or you are not compliant. Contact HRP today!!!!

Recruitment and Staffing

1. An employment application is a legally binding document.
 Yes or No
2. Employers can legally only provide dates of employment and rehire status when verifying employment or providing a reference on a former employee.
 Yes or No
3. You are looking to hire a Receptionist to answer phones and do administrative work for your business. The following are legally defensible questions and do not pose a problem if you ask a candidate: (Select all that apply)
 Tell me about your most previous work experience. Do you speak English?
 Are you legal to work in the US? Do you ski or snowboard?
 Describe a time when you assisted an upset customer. Do you have a car?

Hiring an Employee

1. When you verify a new employee's eligibility to work documents (I-9), you (employer) completes in its entirety the following sections: (Select all that apply)
 Employer is not required to complete any sections
 Section 1 Section 2 Section 3
2. Indicate which of the following applies to making and retaining photo copies of eligibility to work documents for I-9 purposes:
 Employers are not required to copy and retain documents in the State of Colorado.
 Employers are required to copy and retain documents in the State of Colorado.

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Hiring an Employee Continued...

3. Indicate which of the following is required with respect to the affirmation of legal work status pursuant to Colorado Revised Statute 8-2-122:

- The affirmation of legal work status form is required to be completed and retained for employees hired on or after 01/01/2007.
- The affirmation of legal work status form is not required to be completed and retained for employees.
- I am not aware of the affirmation form or do not complete the required form.

4. Employers are required to submit new hire reports to the state of Colorado how often?

- Employers are not required to submit new hire reports
- Every pay-period
- Every 20 days
- Every quarter

Separating an Employee

1. When you separate an employee, the following balances should be paid out? (Select all that apply)

Vacation Pay Sick Pay PTO None Other _____ (depends on how the handbook defines PTO)

2. When you separate an employee who has group health insurance (and your business employs less than 20 employees), the following information should be provided to the employee:
(Select all that apply)

COBRA Notice & Election Form
(How many days after separation is information provided) _____

State Continuation & Election Form
(How many days after separation is information provided) **10 Days**

3. When you receive a Request for Job-Separation from the Colorado Department of Labor and Employment on a separated employee, when should you to return the completed form?

- Within 15 days of receipt.
- By the date indicated on the request for information form.

I am not aware of this form or do not return the form as requested.