

**HR Policy and Compliance Competency Assessment**

**Instructions for this Assessment:**

1. Assess your current skills for each statement below.
2. Prioritize those areas for improvement based on your individual rating (it is suggested that you focus on those areas you assessed as not at all, rarely or sometimes).
3. Using the **Professional Development Worksheet (docx)**, complete an Action Plan that will further develop your knowledge, skills and abilities.

Refer to the **HR Policy and Compliance Analysis Tool (docx)** for available workshops.

		Statement	Not at all	Rarely	Sometimes	Often	Very Often	N/A
<b>Leave Practices</b>	1	I can recite the different types of leave available to employees at Texas A&M University.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2	When an employee requests time off, I utilize my knowledge of leave policy and procedures to ensure that the appropriate type of leave is approved.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3	I can identify the appropriate documentation needed to justify specialized leave requests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4	I ensure that employees are eligible for requested leave.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5	I utilize LeaveTraq to help monitor and approve time and leave.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Statement	Not at all	Rarely	Sometimes	Often	Very Often	N/A
<b>Discrimination and Harassment</b>	6	I can verbalize what discrimination is in the workplace and can identify key laws which protect employees from discrimination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7	I utilize the correct process to evaluate allegations of discrimination or harassment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	8	I view diversity as encompassing a range of issues including age, gender, ethnicity, race, religion and sexual orientation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	9	I do not tolerate discrimination or harassment, even in the form of seemingly harmless jokes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	10	I can verbalize my legal liability in maintaining a work environment free from discrimination and harassment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	11	I can identify situations which require me to contact HR Employee Relations for guidance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Statement	Not at all	Rarely	Sometimes	Often	Very Often	N/A
<b>Position Descriptions and Hiring</b>	<b>12</b>	I utilize the approved process to review and update position descriptions prior to posting a vacancy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>13</b>	I utilize appropriate affirmative action procedures during the hiring process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>14</b>	I ensure that a hiring matrix is created and utilized when evaluating applicants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>15</b>	I maintain position files and personnel files in accordance with the TAMU System retention schedule.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>Workers Compensation</b>	<b>16</b>	I can verbalize what Workers Compensation Insurance is and when it should be utilized.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>17</b>	I can identify the necessary forms to fill out when an employee is injured on the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>18</b>	I can identify what documentation needs to be completed after an injury occurs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>19</b>	I can identify the timeframes in which on-the-job injuries must be reported to Human Resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>20</b>	I can identify what benefits are available to employees who have been injured on the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>Progressive Discipline</b>	<b>21</b>	I view progressive discipline as a tool to help employees accept personal responsibility for their performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>22</b>	I conduct meetings on discipline with employees that allow them to maintain their dignity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>23</b>	I am able to verbalize the rules and standards in which an employee is expected to perform.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>24</b>	I utilize a documentation system and routinely document both positive and negative aspects of employee performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>25</b>	While conducting the disciplinary process, I ensure that the employee is aware of his or her expectations and the consequences for not meeting the expected rules and standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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<b>Time Keeping</b>	<b>26</b>	I can verbalize the difference between wage earning employees and salaried employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>27</b>	I can identify which employees are covered under the Fair Labor Standards Act.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>28</b>	I can state the current minimum wage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>29</b>	I can define a "work week".	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>30</b>	I can verbally differentiate the characteristics of exempt and non-exempt employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>31</b>	I maintain accurate time keeping records and ensure that these records are submitted timely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

