HR DOCUMENTATION SELF-CHECK · MMM TRAINING

The Folder You Hope Nobody Asks For

90 SECONDS

Six documents every business your size is assumed to have. Tick what exists in writing.

Nobody asks for these until the one day it matters enormously.

TICK ONLY WHAT IS TRUE TODAY — NOT WHAT YOU INTEND TO FIX

- ☐ **We have an employee handbook that's current and distributed.**
  If not: staff are following policies you may have changed years ago, and neither side knows.
- ☐ **Written job descriptions exist for every role.**
  If not: you can't hold anyone to a standard nobody wrote down or agreed to.
- ☐ **I-9 and W-4 are on file and current for every employee.**
  If not: this is the fastest-resolved item on this list, and the most expensive to ignore.
- ☐ **There's a written disciplinary and termination process.**
  If not: every difficult conversation is improvised, and inconsistency is what creates exposure.
- ☐ **PTO and leave policy is written and applied the same way.**
  If not: it's being applied by memory, differently, and your team has already noticed.
- ☐ **Someone other than me could find all of the above today.**
  If not: your documentation exists but isn't usable, which is functionally the same as missing.

Now count the boxes you left empty.

This isn't about paperwork. It's about whether you could answer quickly, calmly, and consistently on a day you'd rather not.

____ / 6

0–1 blank
Well documented
You've done the work most owners keep postponing.

2–3 blanks
Ordinary exposure
Nothing alarming. But each blank is a question you can't answer quickly under pressure.

4–6 blanks
Concentrated risk
Too much depends on memory and goodwill. Both are fine until the day they aren't.

WHAT THIS USUALLY COSTS

The cheapest hour is the one before you need it.

The People Operations Review scores your documentation, shows exactly what's missing, and ranks the gaps by what each one actually exposes you to.

People Operations Review
From $1,500
Book at mmmtraining.org

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