

# 7 HR Mistakes Business Owners Make

Do any of these describe you or your business?

01

## No Employee Handbook - or WORSE: Not Following Your Handbook!

A small business doesn't need a long or complicated handbook. But having a few key policies in writing goes a long way to protecting you and your business. But only if you FOLLOW those policies!



02

## Not Up To Date on Employment Laws

Businesses are covered by a multitude of laws and regulations - and they change constantly! Stay up to date and know what your rights are as well as your responsibilities.



03

## Hiring Employees as "1099" or Independent Contractors

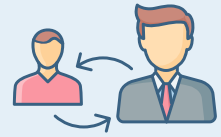
Misclassifying employees as contractors and not withholding/paying the appropriate tax can be an expensive mistake.



04

## No Job Descriptions or Clear Expectations

Thinking about what you want a position to do and writing it down doesn't have to be overly complex but will make it easier to address gaps in performance or expectations.



05

## Not Acting Like The Boss

Working in a small business means you work closely with your staff. Not having boundaries can create problems and chaos. Be friendly but not friends.



06

## Avoiding or Ignoring Performance Problems

It can be awkward to tell someone you know well and like that they aren't meeting expectations, but avoiding it will only make things more difficult later.



07

## Lack of Staff Training - Especially Sexual Harassment & Safety

Don't assume because you have a policy you've done all you need to. Prevent problems, comply with regulations, and limit your liability in the event of an issue by regularly training your staff.



**IF YOU ARE MAKING ANY OF THESE MISTAKES, I CAN HELP!**