



The employer's HR checklist for 2025



It's 2025, and it's time to make sure your house is in order.

This checklist will guide you through the top 10 areas you should review, including the complete employee life cycle, to get the very best out of your team and business this year.

1. Legal compliance

This is at the top of the list for good reason. Staying compliant and handling situations legally will help to avoid costly fines and legal issues.

Can you confidently say you're 100% legally compliant?

Yes

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No

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2. Leverage HR technology

HR technology can help you to manage your people and save costs in many different ways. Numerous software programmes are available to help you with every step of this process.

Could you be using HR technology more?

Yes

3. Attraction: Attract the best people

Your business is only as strong as the people you employ. Therefore, creating a strong employer brand that highlights your culture, mission and benefits is essential.

How good is your employer brand?

Bad

1

2

3

4

5

6

7

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9

10

Good

4. Recruitment: Find the best people

A solid recruitment process ensures you find the right person and stay legally compliant.

Do you have an efficient and legally compliant recruitment process?

Yes

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No

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5. Onboarding: Give your new employees the best experience

First impressions matter, and the first few weeks are crucial to your new employee's engagement and success. That's why you need to have a great onboarding process.

Do you have a great onboarding plan for when you have a new hire?

Yes

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No

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6. Retention: Keeping your team happy

Keeping your best people is just as important as hiring them, and that's why you need to create a positive working environment and keep an eye on your culture and performance management.

Do you track how happy your employees are using metrics?

Yes

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No

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7. Development: Investing in your team's performance

Investing in your team's performance helps in many ways and is crucial to employee retention. For example, you could provide tailored development plans that align with individual career goals and company needs.

Could the performance of your team be improved?

Yes

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No

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8. Offboarding: Saying goodbye in the right way

Offboarding is as important as onboarding. When employees leave, you want to ensure your team isn't left to pick up the pieces. That's why you need an amazing offboarding process, including exit interviews.

Do you have an amazing offboarding process?

Yes

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No

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9. Happy Leavers: Avoid dodgy Glassdoor reviews

The goal for all employees is to feel valued and respected by the company. So, when they do leave, they part on good terms and can be a great advocate for your company in the future.

How do your employees feel when they leave the company?

Bad

1

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Good

10. Work with an independent HR Consultant

Working with an independent HR consultant will help you to get the best out of your team and business this year.

We will be your strategic partner, help you to stay legally compliant, save time and costs, and manage every area of the employee lifecycle.





Want to work with us?

Get in touch for a free, confidential chat about your business.

Get in touch



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