



YES FOR EARLY SUCCESS COOPERATIVE

HR MANAGER TASK TRACKING SHEET

	TASK CATEGORY	TASKS	KEY PERFORMANCE INDICATOR	DEADLINE
1.	Policy Development & Compliance	Develop and update HR policies to comply with best practices and ECEAP standards	100% policy compliance	June 1 Annually
2		Conduct quarterly "In-Person" file audits	Quarterly audits completed	March, June, September, December
3	Hiring & Recruitment	Attend 4 Hiring Fairs annually	4 Fairs attended per year	Annually
4		Onboard new hires within 45 days	100% position filled within 45 days	Within 30 days
5	Employee Relations & Performance Management	Resolve HR cases within 30 days	90% case resolution within 30 days	Monthly
6		Complete quarterly PDP check-ins	100% PDP completion	Monthly (then quarterly after established)
7	Training & Development	Ensure 100% training compliance	100% training completion	Quarterly
8		Host quarterly training session based on DCYF requirement	90% attendance at training	Quarterly
9	Process Payroll on Time	Work with C-Suite on completing payroll support for subcontractor	100% payroll accuracy	Monthly 30th of the month
10	Benefits & Payroll Support	Ensure 100% benefits enrollment	100% benefits enrollment	October 1 Annually
11	Employee Engagement & Support	Conduct staff engagement survey & subcontractor engagement survey	75%+ employee satisfaction	June & December
12		Implement 3 Wellness Programs implemented	3 Wellness Programs implemented	Quarterly
13	Conflict Resolution	Mediate conflicts with staff & subcontractors within 30 days	90% resolution rate	Monthly
14		Reduce staff/subcontractor grievances by 15%	15% reduction in grievances	Annual



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15	Collaboration & Communication	Attend weekly CFO check-ins	100% Attendance with CFO	Weekly
16		Submit monthly HR report to CFO & staff drive	Monthly reports submitted on time	Monthly
17	File & Documentation Management	Perform quarterly file audits	100% compliance on audits	Quarterly
18		Ensure zero missing compliance documents	Zero missing documents	Quarterly
19	Professional Development & Evaluation	Tract DPT completion quarterly	100% PD completion	Quarterly
20		Report PDP progress to C-Suite & DCYF	Quarterly PDP tracking report	Quarterly