HR Function Map

HR Function	What It Covers	Who Handles This
Staffing	Recruitment, interviews, hiring, terminations	
Policies & Compliance	Contracts, leave, discipline, labour law	
Performance Management	Reviews, KPIs, feedback, goal setting	
Learning & Development	Onboarding, training plans, mentorship	
Admin & Reporting	Leave tracking, HR calendar, employee records	

Use this map to clarify what HR includes in your business — even if you're doing it solo. Knowing where responsibilities sit is the first step to building structure.