

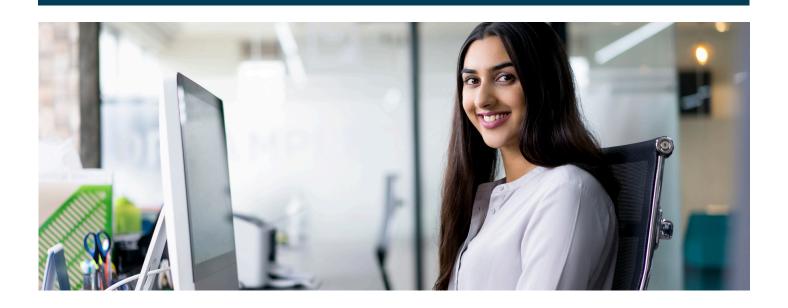
# YOUR FIRST 90 DAYS OF HR

### The Checklist

Practical guidance for small teams, solo HRs, and first-time people managers.

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### **WELCOME & ORIENTATION**



You're here because someone finally asked, "Can someone just handle HR?"

And now — it's you.

Whether you're the founder, the new HR officer, the admin person wearing five hats, or the person who just "seemed organised enough" — you've landed in a critical role.

This isn't a compliance checklist. This is a clarity guide.

- What actually matters in the first 90 days
- What to focus on (and what can wait)
- How to bring structure to the chaos — without a 50-slide policy deck
- And how to do it without losing your mind in the process

### WHAT YOU'RE STEPPING INTO



#### "I didn't sign up for all this HR stuff."

We know. Most HR in small businesses isn't handed over with a structured transition or a toolkit — it's usually a mix of:

- A folder of contracts (some signed, some not)
- Leave being tracked in someone's head
- A frustrated team unsure of what the rules even are

And that's why this guide exists. To help you:

- Assess what's already in place
- Build what's needed
- And set a calm, people-first tone without the corporate jargon

### DAYS 1-30 — ASSESS & OBSERVE

#### Theme: Clarity before action

This phase is about seeing the full picture. You're listening, collecting, clarifying.

#### **Objectives:**

- Understand the current state of HR
- Locate critical info (contracts, policies, employee records)
- Build trust don't rush to "fix"

#### Checklist:

- $\square$  Review all current employee files
- Locate and assess offer letters or contracts
- Confirm how leave is tracked (or start tracking it)
- Identify existing HR policies (discipline, leave, etc.)
- Create a basic employee list with roles & start dates
- Ask: "What happens when someone joins? Leaves? Gets sick?"
- Schedule intro chats with team leaders or founders

#### Tip:

HR is as much about relationships as it is about records. The first month is about seeing what's really going on, without judgement or panic.



# DAYS 31-60 — CREATE SIMPLE SYSTEMS

Theme: Structure brings safety.

Now you've seen the gaps, it's time to fill them — slowly and clearly. The goal isn't perfection. The goal is repeatable systems people trust.

#### **Objectives:**

- Build basic onboarding, leave, and records systems
- Draft missing documents
- Create shared understanding across the team

#### Tip:

#### i Checklist:

- Write or revise 1–2 job descriptions
- Create a basic onboarding checklist
- Set up shared access to contracts and policy documents
- Draft missing policies (start with leave and conduct)
- audit UIF / tax compliance and employee registrations
- Introduce a digital or paper leave request process
- Add emergency contacts to each staff record

If you can't explain the process in under 3 minutes, it's too complicated. HR in small teams should be easy to follow and easy to repeat.



# DAYS 61–90 — SHIFT TO PEOPLE & PLANNING

**Theme:** From admin to development.

Now that basic systems are in place, it's time to look ahead. This is where HR becomes more than paperwork — it becomes people practice. This phase is about supporting growth, opening conversations, and preparing for what comes next.

#### **Objectives:**

- Begin culture and team conversations
- Identify skills gaps and training needs
- Align HR with the business strategy

#### Checklist:

- Hold a check-in with leadership on goals, concerns, and HR pain points
- Ask employees about challenges and improvements they'd suggest
- Create a rough org chart (even if your "departments" are two people)
- Draft a mini training plan for each role (internal or external)
- Flag any risks (unmanaged leave, unclear expectations, unhappy team members)
- Discuss career growth pathways, even if they're informal
- Review how performance, conflict, and feedback are currently handled

#### Tip:

You don't need a talent strategy. You need clarity, communication, and consistency. These 90 days give you the momentum to lead with confidence.

# FINAL THOUGHTS — WHAT COMES NEXT

You've completed your first 90 days — and built what most small businesses never do.

Let's recap what you've achieved:

- You brought structure to scattered systems
- You created a clear onboarding and record-keeping process
- You learned what your people need not just what the business wants
- And you created space for growth without burning out

This isn't the end. It's your starting point. Now you can:

- Begin building deeper training & development
- Formalise career paths
- Create a workplace people want to stay in

# WANT HELP BUILDING WHAT COMES NEXT?

We support small teams with:

#### • Build Your Human Resource Foundation

 Get the essential policies, contracts, and onboarding tools you need to set up your HR the right way — even if you're starting from scratch.

#### Support for Solo HRs & Office Admins

 You're not alone. Our tools, checklists, and training guides help you run HR like a pro — even without a department.

#### • Workplace Skills Planning & SDF Tools

 From WSPs to SETA submissions, we show you how to handle skills development planning with confidence — and free tools.

#### Human Resource Strategy Made Simple

• Not sure what comes first? Our downloadable "People Plan" guide helps founders and managers prioritise HR that matters.

Let's build your people systems together — without corporate noise.



## **CONTACT US**



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