



**Elin Associates, Inc.**

Human Resources Services

**10 Human Resources Traps for a Small Business**

**VIRGINIA WINERIES ASSOCIATION**

**11-15-11**

- 1. Utilizing an Incomplete or Ineffective Hiring Process  
Importance of an Application, References, Employment Verification,  
Background Checks, Testing, Orientation**
  
- 2. Ignoring the Retention of Key Performers**
  
- 3. Keeping Poor Performers**
  
- 4. Having, or Not Having an Employee Manual**
  
- 5. Employee Classification – DOL, IRS  
Exempt, Non-exempt, 1099s, Work Week, Overtime**
  
- 6. Participating in Workforce Harassment**
  
- 7. Ignoring Employee Needs – Motivation**
  
- 8. Not Paying Attention to Supervisory Training**
  
- 9. Not Controlling Unemployment Insurance – VEC**
  
- 10. Inattention to Compliance Issues  
DOL, ICE, OSHA, COBRA, NLRB, etc.**

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