

# **Eight Terrible Mistakes HR Departments Should Watch Out For**

Employees are vital to your company. Every individual helps you work towards profit and achieve your goals. This makes an HR department crucial to keeping everything running smoothly with the individuals that you employ. However, this can be difficult, since humans are all unique. Not every problem can be solved with a "one size fits all" approach and mistakes within HR can be expensive for your company.

So, how do you avoid the most common mistakes? Knowing about them can help prevention. Here are eight of the most prevalent errors that HR departments make.

## **Outdated employee handbook**

Create and frequently update an Employee Handbook. This will not only reduce stress of your personnel, but will also stop problems flooding your department.

Employees should have agreed to abide by the rules and regulations of your workplace in their contracts. Having an up-to-date handbook with all those guidelines in it will help remind them of what they should be doing and how they should be acting, and stop altercations or arguments before they happen.

## **Having favorites**

Any parent will instantly know that having favorites causes far too many problems within the home, so just imagine that problem magnified for an entire workforce.

Madison Brooks, an HR analyst at Boomessays and PhD Writing Service, suggests: "HR managers who show favoritism while attempting to settle disputes and forming relationships with employees will end up garnering a lot of negative feedback and feelings from the workforce, which will undoubtedly cause problems down the line, so make sure that your HR department works un-biasedly."

## **Micro-managing**

Although HR should take part in decisions and help employees with any worries or troubles that they have, it shouldn't get to the point where employees are micro-managed by HR.

This can leave employees stressed and feeling like they have no freedom, which can cause unruly and rebellious behavior. HR should be able to delegate and trust employees to perform their jobs properly.

## **Becoming overly friendly**

While having fairly amiable, working relationships with employees is fine, an HR manager should never become "best mates" with the employees that they oversee. This can remove

them from their position of authority over the employees, making settling disputes and being taken seriously difficult.

### **Employee profiles**

Not having complete profiles for all of your employees can be an incredibly impactful - but strangely common - HR mistake. Employee profiles should all be completed to the same level of detail, with basic information, their history of work and salary details. Employee records should be updated frequently, as unclassified employees can elicit costly implications later on.

### **Not taking employees seriously**

If HR doesn't pay attention to employees, then its purpose is being disregarded. Employees will come to an HR manager with worries and issues, but if they all get "swept under the rug" then employees will come to distrust HR, and possibly management altogether.

Small, unaddressed issues quickly congeal into one massive ones and create new problems down the line; something that could've been avoided if there was a trust relationship between HR and the employee.

Promote a trusting and open environment to let employees know that they can trust their HR manager. Always listen to employee complaints, requests and feedback and try to assist them where you can.

### **Not thinking through decisions**

"HR managers who make hasty 'hiring and firing' decisions are huge red flags within a business," says Robert Hardy, an employee manager at Academized and Essayroo. "This sort of attitude clearly shows a fast-paced, non-planning mind behind the madness. Your company needs stability and your employees need an HR manager who they can trust to promote the right person, not just a random name from a list."

### **Privacy issues**

HR managers may hear a lot of private information and issues from employees. The layer of trust built up between manager and employee can let many people open up and reveal what is troubling them, and how it may be affecting their working life.

However, all it takes is one slip of the tongue from a manager to have all that trust run down the drain. Privacy issues must be taken very seriously and "gossipy" managers can cause big problems. Employees can become very irritated and distrustful if their confidence is betrayed.

<https://www.forbesmiddleeast.com/eight-terrible-mistakes-hr-departments-should-watch-out-for>