

HR Scan: A Snapshot of Compliance Gaps

A focused, fixed-fee review of the HR areas that matter most – delivered with care and built around your organization.

Is Your HR House in Order?

Most organizations don't discover HR compliance gaps until they're already expensive. Our HR Scan solution can help you change that. Give your leadership team a clear, honest picture of where you stand and a practical path forward.

Through a collaborative approach, our goal is to be a trusted advisor, working alongside you to protect your people and your organization.

01

Form I-9 Compliance Review

Stay ahead of recent federal enforcement changes

In March 2026, U.S. Immigration and Customs Enforcement (ICE) quietly reclassified more than ten common administrative errors as substantive violations, eliminating the correction window and exposing employers to immediate fines.

Our Review Covers:

- ✓ Completeness of Sections 1, 2, and Supplements A/B
- ✓ Date, signature, and preparer certification accuracy
- ✓ Remote verification and E-Verify compliance
- ✓ Electronic I-9 system audit trail standards
- ✓ Identification of newly reclassified substantive errors

Fines range from \$288 to \$2,861 per form. For an organization with 100 employees, unaddressed exposure can exceed \$100,000.

02

Employee Handbook & Policy Review

Most handbooks are more outdated than you think

An outdated employee handbook isn't just a housekeeping issue, it's a liability. Policies on remote work, AI use, leave, and workplace conduct are evolving rapidly, and gaps between what your handbook says and what the law requires can create real exposure.

Our Review Covers:

- ✓ At-will language and legal disclaimer accuracy
- ✓ Leave policies including FMLA and state-specific provisions
- ✓ Harassment, discrimination, and reporting procedures
- ✓ Remote, hybrid, and technology use policies
- ✓ AI use policy – a near-universal gap right now

You'll receive a written findings report and a prioritized list of recommended updates – not just a list of problems, but a clear path to address them.

Move Forward with Confidence

Through a simple process, our team will help you strengthen key HR areas – before they cost you.

What Every Engagement Includes

Written Findings Report

A clear summary of what we found, organized by risk level and priority.

Prioritized Recommendations

Actionable next steps ranked by urgency, not just a list of gaps.

Leadership Debrief

A 60-minute conversation with your team to walk through findings and answer questions.

Simple, Transparent Pricing

The HR Scan is offered at a fixed fee. No surprises, no open-ended billing.

Investment \$3,500-\$6,000

Timeline 3-4 weeks

Let's Start a Conversation

If you're curious whether your organization has gaps in pressing compliance areas, we'd love to connect. There's no obligation, just an honest conversation about where you stand.

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