



**BETTER WORKPLACES
BETTER WORLD™**

SHRM Member Resource Highlights September 2022

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The Value of SHRM Membership:



The future of work is here.

Workplaces of every size are evolving at a rapid pace.

With that comes new challenges surrounding culture, retention, talent scarcity, the gig economy, inclusion and more.

Amid it all, SHRM is **the world's leading expert, advocate and voice for all things work.**

SHRM serves its members as a thought leader, trusted advisor, policy influencer, and developer of talent. We offer actionable, real-time solutions that empower our members, maximize their potential, and add value to the HR industry and to society.



Be informed



Be supported



Be ready

With member-exclusive resources, tools, networking and professional development from SHRM

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Tools & Resources

Save time with ready-to-use or customizable policies, spreadsheets, job descriptions, presentations and more.



Interview Questions
(481)



Job Descriptions
(2,400)



Sample Policies
(377)



How-To Guides
(52)



Sample Forms
(499)



Q&A's
(969)



Toolkits
(145)



Spreadsheets & Calculators
(616)



Interactive Tools



COBRA Notices
Generator



Employee Cost
Calculator



Total Compensation
Statement Builder



Interview Question
Builder



Multi-state Law Comparison Tool



Performance Review Builder



Salary Benchmark Tool

Interactive Tools: Interview Question Builder

Filter by category

- Adaptable / Change Management ?
- Ambition ?
- Analytical Thinking ?
- Attention to Detail ?
- Building Relationships ?
- Business Systems Thinking ?
- Caution ?
- Change Management ?

Building Relationships

Select interview questions from the list below

Select All | Unselect All

- It is very important to build good relationships at work but sometimes it doesn't always work. If you can, tell about a time when you were not able to build a successful relationship with a difficult person.
- It is sometimes difficult to form an amicable relationship with new clients or customers. Give an example of how you have coped with such a situation in the recent past.
- Being successful on the job often depends upon having good relationships with others. Tell about a time that you were able to accomplish a task because you had such a relationship with another person and how this impacted your work.

Question:	It is very important to build good relationships at work but sometimes it doesn't always work. If you can, tell about a time when you were not able to build a successful relationship with a difficult person.				
Situation/Task:					
Action:					
Result:					
Rating:					
Rating Scale					
Very Strong evidence skill is not present	Strong evidence skill is not present	Some evidence skill is present	Strong evidence skill is present	Very Strong evidence skill is present	Insufficient evidence to assess
1-2	3-4	5-6	7-8	9-10	N/A

Interactive Tools: Multi-State Law Comparison

	Illinois	Iowa	Missouri
Employee Leave	<p>Jury Duty in Illinois (IL)</p> <p>Illinois law requires employers to grant employees summoned for jury duty time off from work to perform jury service, regardless of the employment shift the employee is assigned to at the time of the summons. Thus, an employer cannot require a night shift employee to work at night while he or she is performing jury duty during the daytime. Employers are also prohibited from discharging, threatening, intimidating, or coercing any employee in connection with the performance of jury service.</p> <p>An employee must give reasonable notice of required jury service to the employer by providing a copy of the summons within 10 days of the date the summons is issued.</p> <p>Illinois does not require employers to pay employees for time off for jury duty.</p> <p>For more information, please see 705 Illinois Compiled Statutes 305/4.1.</p> <p>Voting Leave in Illinois (IL)</p> <p>Illinois requires private employers to grant employees time off to vote as follows:</p> <ul style="list-style-type: none"> Employers are required to provide employees 2 hours of time off to vote if an employee's work shift begins less than 2 hours after polls open and ends less than 2 hours before polls close. Employers have discretion to decide the hours employees may take to vote. Employers may not penalize employees for taking voting leave or deduct voting time from their wages. <p>Employees must apply for voting leave prior to the day of election.</p> <p>See 10 Illinois Compiled Statutes 5/7-42 and 5/17-15 for more information.</p> <p>Victim Leave in Illinois (IL)</p>	<p>Jury Duty in Iowa (IA)</p> <p>Iowa law prohibits employers from discharging, threatening, or otherwise coercing an employee because the employee receives or responds to a notice to report, serves as a juror, or attends court for prospective juror service. Employers are not required to pay an employee for time missed from work due to jury duty.</p> <p>For more information, please see Iowa Code §607A.45.</p> <p>Voting Leave in Iowa (IA)</p> <p>Iowa requires private employers to grant employees time off to vote as follows:</p> <ul style="list-style-type: none"> Employers are required to provide up to 3 hours of leave to vote to employees who do not have 3 consecutive nonworking hours during the time the polls are open. Employers may designate the time(s) for employees to take off. Employers may not penalize employees for taking voting leave or deduct voting time from their wages. <p>Employees must make an individual written request for time off to vote to their employer before an election day.</p> <p>Click here for more information.</p> <p>Veterans Day Leave in Iowa (IA)</p> <p>Employers in Iowa are required to grant leave as follows:</p> <ul style="list-style-type: none"> An employer must provide each employee who is a veteran (as defined under state law) with paid or unpaid holiday time off for Veterans Day if he or she would otherwise be required to work on that day. 	<p>Jury Duty in Missouri (MO)</p> <p>Missouri law prohibits an employer from terminating, disciplining, threatening or taking adverse actions against an employee because that employee received or responded to a jury summons. An employee may not be required or requested to use annual, vacation, personal, or sick leave for time spent responding to a jury summons, time spent participating in the jury selection process, or time spent actually serving on a jury. However, the law does not require employers to pay an employee wages while such individual is on jury duty.</p> <p>For more information, please see Missouri Revised Statutes §494.460.</p> <p>Voting Leave in Missouri (MO)</p> <p>Missouri requires private employers to grant employees time off to vote as follows:</p> <ul style="list-style-type: none"> Employers are required to permit employees to take up to 3 hours of voting time leave, unless employees have 3 consecutive hours of nonworking time during the time the polls are open. The employer may specify the time during which an employee may take leave to vote. Employers may not deduct voting time from an employee's wages. <p>Employees must request a voting leave of absence prior to the election day.</p> <p>Click here for more information.</p> <p>Missouri Domestic Violence Leave</p> <p>Missouri employers with at least 20 employees must provide unpaid leave when workers or their family members are victims of domestic or sexual violence. The statute requiring the leave took effect August 28, 2021.</p> <p>Amount of Leave</p> <p>Employers with 20-49 employees must allow workers one week of</p>

Interactive Tools: Salary Benchmarking

1 Get Started

2 Wage Information

3 Preview Wage Data

4 Generate/Save Document

Wage Information: Human Resources Specialists

State

Iowa

Region

Cedar Rapids, IA

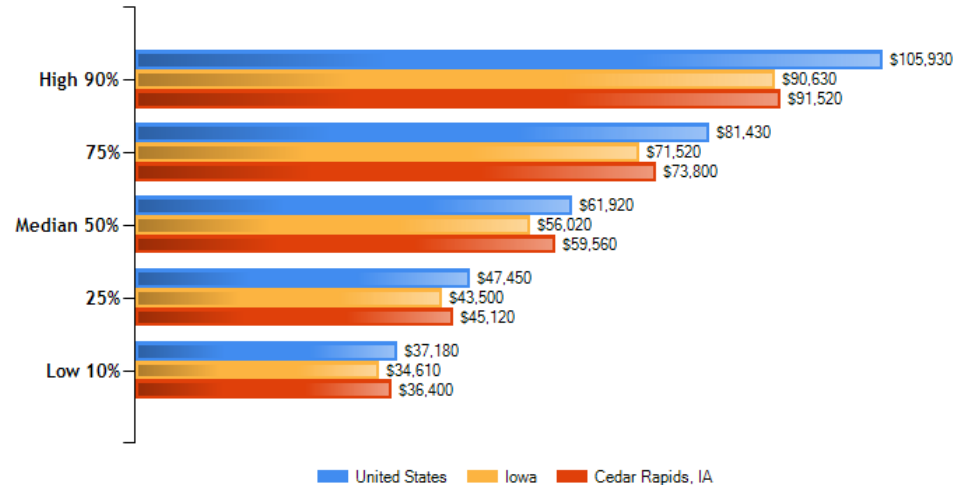
Yearly Wage Chart

Hourly Wage Chart

Wage Table

Yearly Wage Chart

Yearly



SHRM Benchmarking

How does your organization measure up?



Reporting available by:

- Organization Size
- Sector
- Industry
- Region



Compare your data with other organizations:

- Financials
- Compensation Data
- Succession Planning
- HR Staffing
- Organizational Governance
- Employment Data

shrm.org/benchmarks



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