

Complete this check-up by putting a checkmark beside each statement for which your answer is YES in each category. Total the number of checkmarks in each area and put it into the SCORE at the end of the section.

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## HR Essentials/Compliance

- ☐ Do you currently have a company policy manual and/or employee handbook?
- ☐ Is your team aware of your company's policies?
- ☐ Do you have comprehensive employment contracts with each employee?
- ☐ Do you conduct exit interviews with staff who leave your company?
- ☐ Do you have job descriptions for each position in your company?
- ☐ Are you WBC compliant with bullying and harassment training?
- ☐ Do you have investigative procedures in place in the event of a claim?
- ☐ Do you have an adequate tracking system in place for employee information?
- ☐ Do you know where to look for information with regard to issues around employment standards?
- ☐ Are you clear on how to deal with employee illnesses/injuries and Return to Work requirements?

Essentials Score: /10

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## Recruitment

- ☐ Do you create catchy, interesting job postings when you have a vacancy?
- ☐ Do you post job openings in more than one place?
- ☐ Do you include salary information in every posting?
- ☐ Do you have an effective selection process to get to your shortlist quickly?
- ☐ Do you ask candidates to do additional work or assignments to be considered for the job?
- ☐ Do you use psychometric testing to determine candidate fit for the role and your team?
- ☐ Are you confident your interview techniques are narrowing the field to the best candidates?
- ☐ Do you know how to assess for cultural fit as well as job competency?
- ☐ Do you have a dynamic, engaging onboarding process?
- ☐ Are you satisfied with the quality of hires you have made in the past year?

Hiring Score: /10

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## Training and Development

- ☐ Do you offer formal and informal training to your employees?
- ☐ Do you create a comprehensive training plan for each new hire?
- ☐ Do you provide a training allowance for your staff to do external training?
- ☐ Do you have a documented internal training process?
- ☐ Do you provide opportunities for cross-training within the company?
- ☐ Do you provide ongoing industry training?
- ☐ Are you open to employee requests for job-related training?
- ☐ Do you have a method of evaluating the effectiveness of your training efforts?
- ☐ Is training and development part of your annual review?
- ☐ Do you follow up on training undertaken by your team to connect it with their job roles?

Training & Development Score: /10

## Performance Management

- ☐ Are you clear about what you want to measure with regard to employee performance?
- ☐ Do you have a consistent, formal, motivating performance review process in place?
- ☐ Do you conduct annual engagement reviews?
- ☐ Do you monitor and evaluate performance throughout the year and address issues as they arise?
- ☐ Do you have a reward and recognition process in place?
- ☐ Do your employees regularly receive positive feedback from you?
- ☐ Do you have a documented performance improvement process in place?
- ☐ Do you have a termination strategy and process in place?
- ☐ Do you have a relationship with an employment lawyer?
- ☐ Do your employees receive performance coaching when they are struggling in their roles?

Performance Management Score: /10

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## Culture and Engagement

- ☐ Is your team motivated and happy to come to work every day?
- ☐ Do you have a clear set of corporate values that is communicated to your team on a regular basis?
- ☐ Is your team aware of your business goals?
- ☐ Is your team clear about the big picture of where you see your company in the future?
- ☐ Do you offer a competitive compensation and benefits package?
- ☐ Do you have any health and wellness initiatives in place for your team?
- ☐ Does your team treat your business as if it were their own?
- ☐ Do your customers rave about the service they receive from your team?
- ☐ Is your workplace a positive, happy place free of gossip and negativity?
- ☐ Do your employees feel valued for their contribution to your business?

Culture & Engagement Score: /10

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