

HR ASSESSMENT CHECKLIST

The HR Assessment is a tool to help you rate your organization’s current performance in a number of functional HR areas. It will help you understand what is required to build a strong foundation for your people program and processes, and help you prioritize and develop an HR plan that will allow you to attract, retain and develop the talent your organization needs to be successful.

ORGANIZATIONAL STRATEGY & HUMAN RESOURCE PLAN

Does your organization have a strategic plan and are you confident that you have the organizational structure and people resources to move this plan forward?

Does your organization have a mission and vision and have they been communicated to staff?

Have you defined your organizational values and have you communicated them to staff?

WORKFORCE PLANNING

Does every position in your organization have a job description?

Do you have a succession plan for key and critical positions in your organization?

RECRUITMENT & SELECTION

Have you been successful in selecting the desired talent to your organization?

Do you have a recruitment process/checklist?

Do you check references?

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EMPLOYEE RETENTION	
Do you have any formal or informal recognition programs?	
Does your organization have an attractive benefit program that can retain employees?	
Do you complete exit interviews or stay interviews?	
TRAINING & DEVELOPMENT	
Does your organization have a development plan for each employee?	
Do you have a formal orientation program for new employees or employees new to a role?	
PERFORMANCE MANAGEMENT	
Does your organization have a performance management system and is it effective?	
Are managers trained in Performance Management processes?	
COMPENSATION & REWARDS	
Does your organization have a compensation philosophy?	
Do you have a process to administer salaries (i.e. salary grid with guidelines)?	
Is pay linked to performance? Should it be?	

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EMPLOYEE FILES	
Do you know what documents should be maintained in the employee file and which should not from a legislative and privacy perspective?	
Are files secured (either electronically or in locked filing cabinets)?	
Do you have a signed Employment Agreement for each employee?	
Do you have a signed Acknowledgement of Company Policies and Procedures?	
POLICY & PROCEDURES	
Does your organization have a policy manual or employee handbook? If yes when was the last time it was reviewed to ensure that it is legislatively compliant?	
Do you have a process to communicate policies and procedures to employees and new hires?	
Are policies enforced consistently across the organization?	
Do you have a termination checklist for when an employee leaves?	

Need some support? We can help. We'd love to talk with you and identify where you may need to strengthen your HR function, but more importantly, give you the tools to build capacity in that area.

Contact Salopek & Associates.

Salopek & Associates is a team of human resource and business consultants specializing in strategy, human resources and board governance. Each Consultant on the team is a Chartered Professional in Human Resources, which is a level of assurance, skill and service we are proud to extend to our clients. Salopek & Associates understands the importance of attracting, retaining and developing good people.