

'HR HEALTHCHECK' QUESTIONNAIRE

Company Name	
Checked By	
Date	

How Healthy is your Human Resource?

OVERVIEW

PicassoHR has investigated the wide area of HR Management and highlighted the imperative areas which affect the performance of small and medium businesses. We have combined these imperative aspects along with the legislation and best practice in order to assess the status of your HR Management tools.

ASPECTS

Compliance

Our check assesses whether you meet the fundamentals of employment legislation in the UK.

Recruitment

Recruitment can be so time-consuming, let alone costly! Finding and keeping hold of your best possible candidates can be difficult, so we've put together a few pointers to help you along the way.

Training

Once you have found that perfect candidate, you need to make sure that you equip them with all of the job-knowledge they need. By identifying specific needs, we can help make sure your staff have the library of skills you require.

Performance Management

Managing performance will enable you to make sure your people are doing what you need and want them to do. This can help lead to employee engagement and alignment, as well as iron out any performance issues.

Employee Engagement

Having engaged staff is one of the best ways to lower staff turnover, improve productivity, increase their happiness and increase your bottom line.

Employee Rewards

We want to make sure you keep your brilliant employees so it is very important that you reward their hard work.

Specific HR Issues

HR Management would be so much smoother without the people element! Understanding the basic principles and processes will save you time and heartache and help nip problems in the bud before they become big, scary issues.

YOUR HR HEALTHCHECK CHECKLIST

<i>Your Compliance</i>			
	Yes	No	Don't know
Do you have employers' liability insurance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have the following policies in place: Health & Safety, Grievance, Disciplinary, Absence Policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can the policies be easily accessed by all employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do your disciplinary and grievance procedures comply with ACAS Code of Practice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do your employees have written Terms and Conditions of their employment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have evidence that all your employees have the right to work in the UK?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a staging date for auto-enrolment pensions, or are you currently running an auto-enrolment pension scheme?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you pay at least the NMW/NLW to all eligible employees and are you aware of the different bands?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you aware of the statutory sick leave laws?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have policies in place for statutory parental leave?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your data stored in line with the Data Protection Act?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do all your employees get an itemised payslip every time you pay them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you pay male and female employees equally if they are doing the same job? Can you really prove this?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do your full-time employees get at least 28 days' annual leave?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>Your Recruitment</i>			
	Yes	No	Don't know
Have all managers involved in recruitment had appropriate recruitment training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you request references from applicants, and check them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you always see original copies of qualifications from each applicant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you request driving licenses from job applicants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Before hiring, do you always conduct a job analysis define the skills you need?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Before hiring, do you always conduct a needs analysis to ensure you are hiring the correct role?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you use appropriate tests to evaluate the skills and 'fit' of applicants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you regularly use any appropriate quantitative tests to evaluate candidates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have probationary periods for new employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>Your Training</i>			
	Yes	No	Don't know
Do you have a well-defined list of skills that your organisation needs to succeed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a formal training program in place in your organisation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you offer on-the-job training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you offer external training opportunities to your employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you offer any sort of executive or leadership training for senior roles within your organisation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you budget for training costs each year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>Your Performance Management</i>			
	Yes	No	Don't know
Have you clearly defined what the vision, mission and values are of your organisation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you clearly defined the goals and objectives for your business?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you clearly defined the goals and objectives for individuals within your business?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an appraisal system in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have regular one-to-ones?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have key ways to measure performance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you regularly review these key performance indicators?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you complete return to work meetings after each episode of sickness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>Employee Engagement</i>			
	Yes	No	Don't know
Do you have a way to understand what motivates your employees to work at your organisation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you know how employees actually feel about their role?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you offer non-financial benefits to your employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have structured support, mentoring or coaching set up for your employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In general, do you give your employees autonomy over their work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Your Employee Rewards</i>			
	Yes	No	Don't know
Do you benchmark your compensation levels against your competitors and wider market?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you offer a bonus or profit-share scheme?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you offer any long-term incentives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you link your compensation to employee performance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>Specific HR Issues</i>			
	Yes	No	Don't know
Do you have any absence management issues?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever had to give a disciplinary sanction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you dealt with a formal grievance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If your 'HR Healthcheck' raises any concerns you would like to discuss further, feel free to contact one of our Consultants who will be happy to answer any of your questions.