



Free HR Health Check-List

Recruitment & Selection

- Are there up to date job descriptions for each position within the organisation?
- Are current employees made aware of job vacancies within the organisation?
- Does the company use job advertisements?
- Are applicants required to complete application forms for vacancies?
- Do you monitor Equality and Diversity in the recruitment process?
- Are unsuccessful candidates notified?

Terms & Conditions of Employment

- Do you have a standard offer letter?
- Do you have a standard employment contract?
- Has the employment contract been checked recently by HR/lawyer?
- Are the references of job applicants checked?
- Is training provided for those who conduct interviews?

New Starters

- Are new starters inducted in organisational policies and procedures?
- Have you an up-to-date employee handbook?
- Have you an effective induction policy for new starters?
- Are new employees trained appropriately for their job?

Training & Development

- Are employees provided training for new processes and procedures required to complete their job duties?
- Are employees provided with opportunities to develop their existing skills?
- Are employees evaluated after completion of training programs?
- How are managers and supervisors trained and prepared for their roles?

Performance Management Appraisal system

- Is there a performance management system in place?
- Do you set staff/team objectives and measure performance against them?
- Is the effectiveness of the performance management practices reviewed on a regular basis?
- Is there a correlation between performance and compensation?
- Is the probationary period managed effectively?
- Do you use competencies in your performance management process?
- Do all employees have a personal development plan?
- Do employees receive regular 121s with their manager?
- Do you use succession planning?

Reward & Recognition

Is there a formal pay structure in place?
Is the pay structure reviewed regularly in line with market pay data?
Do you have a job evaluation process?
Are there employee benefits in place that are relevant?
Are employees aware of the details of their benefit plans and incentives?
Who administers the benefits?

Absence Management

Is there an absence management procedure?
Do managers understand the absence management procedure
Do managers consistently follow the absence management procedure?
Do you have absence triggers and targets
Are your absence figures higher than the sector average?

Employee Relations

Number of grievances received in last year.
Number of disciplinaries held in last year.
Number of dismissals in the last year.
Number of employment tribunals in the last year.
Number of settlement agreements issued in last year.
What are the common themes of your employee relations issues?

Recordkeeping and Documentation

Are employee files up to date and retained for the appropriate length of time?
Is employee information kept confidential in accordance with GDPR?
Do you have a HR Database?

Termination of Employment

Are exit interviews conducted?
Do terminations of employment adhere to employment standards with respect to notice, termination pay, etc.?
Do you seek professional HR advice when considering terminating the employment of one of your employees?

If you would like a free, no obligation, confidential chat about the HR health of your organisation, please contact us at info@dittonhr.co.uk