

HR HEALTH CHECK LIST



HOW YOU SHOULD USE THIS CHECK LIST

A quick and easy starting point for you to gain a good understanding of what your HR practices look like in your organisation is to complete this HR Health Check List.

Once completed, why don't you take advantage of our free, no-obligation consultation, where we can advise you on the potential gaps and priorities that you should be focussing on to ensure your HR practices are supporting your business strategy in the best way possible.

We are here, if you need us, to support you every step of the way. So complete this checklist and arrange a call. We look forward to hearing from you!

To arrange a free, no-obligation conversation, please email us at info@dittonhr.co.uk



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?
- How do you source and select candidates?
- Are applicants required to complete application forms for vacancies?
- Do you monitor Equality, Diversity and Inclusion in the recruitment process?
- Are the interviewers training in recruitment and selection?
- What selection methods do you use?
- Are unsuccessful candidates notified and provided with constructive feedback?

TERMS & CONDITIONS OF EMPLOYMENT

- Do you have an offer letter?
- Do you have an employment contract?
- Has the employment contract been checked recently by HR/lawyer?
- Are the references of job applicants checked?
- Do you have a probationary period in place?



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 roles?
- 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 people management roles?
- Do you train employees in areas such as Equality, Diversity & Inclusion and GDPR?

RECORD KEEPING & 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?



PERFORMANCE MANAGEMENT APPRAISALS

- 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

- Do you have 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

- How many grievances have you received in last year?
- How many disciplinaries have you held in last year?
- How many dismissals have you had in the last year?
- How many employment tribunals have you had in the last year?
- How many settlement agreements have you issued in last year?
- What are the common themes of your employee relations issues?

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?



OUR APPROACH TO WORKING WITH CLIENTS

We are available when clients need us and provide a flexible and quick responding service. We build relationships with our clients over time and really get to know the organisation and its aspirations which helps us embed ourselves fully with the client.

You can see from our references on our website how we make a difference and hit the ground running to ensure maximum impact in the minimum amount of time. We have huge amounts of experience from a variety of sectors and organisations giving us a fantastic overview of how other organisations approach HR issues and what works well.

We are passionate about our clients aims and values and ensure that we are always thinking about how we can support our clients to reach their desired outcomes. We don't just focus on the HR aspects of your organisation, we want to understand the strategic aims, values and objectives in order for us to provide the very best advice and support.

We pride ourselves on responding to client's needs as quickly as possible. We are available on the phone or via email Monday – Friday 9am – 6pm and check our messages regularly throughout the day. If your regular HR Consultant is not available however then another Consultant at Ditton HR can step in to respond to any urgent issues.

WHAT OUR CLIENTS SAY

"I have worked with Ditton HR on several occasions recently and would not hesitate to recommend them to others. We used Ditton HR to review and update our offer letters and terms and conditions of employment, develop our new starter process and introduce a performance appraisal process. Ditton HR quickly built up good working relationships with the team and provided a professional and efficient service in a friendly, pragmatic way".

"Ditton HR assisted us during a period of transformation. They overhauled the organisation's HR, talent development and recruitment and retention practices whilst acting as an advisor to myself as CEO and senior management".

"Ditton HR successfully delivered the full range of generlist HR activity, including establishment control and workforce planning. They were able to deliver stakeholder management which they achieved by really getting to know the business closely from the ground up, and consequently they became a credible business partner to staff and senior management".

