

# HOW DO YOU MEASURE UP?



Indicate on a scale of 1 to 10, how you measure up. 1 offering little structure with nonexistent policies, procedures and guidelines to 10 providing exceptional service with 100% customer satisfaction.



## 1. HR Strategy

Your HR department is sufficiently staffed; each position has an accurate job description; workforce is well connected to the business, its customers and its future with cost-effective communications tools including a detailed organization chart that shows name, position and reporting relationships.

1 2 3 4 5 6 7 8 9 10

## 2. Recruitment

You are able to generate and identify numerous qualified candidates through sourcing both internal and external candidates using the same process for all jobs and locations while maintaining an accurate applicant tracking system.

1 2 3 4 5 6 7 8 9 10

## 3. Compensation

You have an accurate job evaluation system that sets base pay policies for all positions by using up-to-date job descriptions that reflect current job duties which are reviewed and revised periodically and you have a communication plan to inform employees of incentives regarding compensation and benefits delivered in your organization.

1 2 3 4 5 6 7 8 9 10

## 4. Health & Wellness

You offer health and wellness benefits, holidays, PTO and/or sick leave that have set eligibility requirements and accrual rates.

1 2 3 4 5 6 7 8 9 10

## 5. Performance Management

You have a current performance appraisal system in place that encourages communication between the supervisors and subordinates before, during and after an appraisal which is used as a guide in determining rewards for outstanding performance such as salary increases and effectively helps workers grow and maximize their use of talents.

1 2 3 4 5 6 7 8 9 10

## 6. Terminations

You have a system in place that requires proper documentation, approval, completed checklist and/or legal review prior to any termination and have all employees who leave complete an exit interview.

1 2 3 4 5 6 7 8 9 10

## 7. Training and Development

You have a managed training program that is consistently followed for staff development, new employee orientation and formal employee training; and a documentation process of performance expectations for every job.

1 2 3 4 5 6 7 8 9 10

## 8. Safety

You offer resources that provide insight and training to foster positive, safe and secure relationships within the workforce which balance work requirements and worker safety.

1 2 3 4 5 6 7 8 9 10

## 9. Legal

You have processes in place to manage compliance issues that is consistently followed for all jobs with no disparity between policies and practices and all employees are appropriately classified.

1 2 3 4 5 6 7 8 9 10

## 10. HR Technology

You have current up-to-date technology installed with integrated systems reducing double work and improving process efficiencies.

1 2 3 4 5 6 7 8 9 10

## 11. Basics

You have an objective advocate to assure the business maintains a diverse workforce and you keep current and distribute essential information to keep business compliant with federal, state and local employment regulations.

1 2 3 4 5 6 7 8 9 10

## 12. Sources of Data

You have written policies and procedures that are reviewed and updated regularly.

1 2 3 4 5 6 7 8 9 10