

## Human Performance - Compliance &

### Best Practice Checklist

Name \_\_\_\_\_

Company \_\_\_\_\_

Contact Details \_\_\_\_\_

	Yes	No
Do you provide pay slips to your employees?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an Injury Management System?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have Job Descriptions for all positions?	<input type="checkbox"/>	<input type="checkbox"/>
Is the "Fair Work Information Sheet" given to all staff?	<input type="checkbox"/>	<input type="checkbox"/>
Do you provide access to the National Employment Standards NES?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an Emergency Evacuation Process developed and Understood by all staff?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a written procedure for a fair dismissal process?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a Structured Performance Management System?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever measured your Business Culture (desired v actual)?	<input type="checkbox"/>	<input type="checkbox"/>
Have you clearly communicated the overall business objectives, and how each person contributes?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a clear concise Policy and Procedures manual for all your people practices ... covering compliance and company specific items.	<input type="checkbox"/>	<input type="checkbox"/>
Do you have Value Statements that are understood by all Staff, and which are "not negotiable" ?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have Policies and Training around Equal Employment Opportunities (EEO)?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a structured interview process when recruiting?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have Coaching, team development and training in place?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have change management and organisational structuring?	<input type="checkbox"/>	<input type="checkbox"/>
Do you conduct Exit interviews and inductions?	<input type="checkbox"/>	<input type="checkbox"/>
Do you do Job competency profiling?	<input type="checkbox"/>	<input type="checkbox"/>

## Strategy Implementation- Human Resource practices tickbox

- Recruitment
  - Do you have policies and procedures in place for EEO in appointment?(Y / N)
  - Policies in regards to job specification? (Y / N)
  - Policies in regards to job analysis? (Y / N)
  - Policies in regards to job description? (Y / N)
  - Policies in regards to Key Performance Indicators? (KPI) (Y / N)
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- Performance Management
  - Do have any performance management system in place? (Y / N)
  - Do you conduct performance reviews? (Y / N)
  - What are the actions taken after a review appraisal? Action plan? (Y / N)
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- Employee learning and development
  - Do you a career development plan for your staff? (Y / N)
  - Do you current strategies in place to boost;
    1. Staff Morale? (Y / N)
    2. Staff engagement? (Y / N)
    3. Job satisfaction? (Y / N)
    4. Staff turnover, terminations and redundancies? (Y / N)
    5. Incentives, rewards and or flexibility? (Y / N)
- Industrial Relations (Policies in regards to )
  - Do you have any employment contract in place? (Y / N)
  - Do you know what award you are under? (Y / N)
  - Mediation process and termination (Y / N)
  - Staff lodging a complaint? (Y / N)
  - Platform to mediate the issues? (Y / N)
- Pay structure
  - Have you met the minimum wage requirements? (Y / N)
  - Are you aware what your competitors/ industry paying? (Y / N)
  - Do you offer any other incentives besides wages? (Y / N)
  - Do you conduct pay review? How and when? (Y / N)
  - Is your pay linked to the job description & performance? (Y / N)
- Occupational Health & Safety systems
  - Do you any OH&S measures in place? (Y / N)
  - Do you have an evacuation policy in place? (Y / N)
  - Do you have a first aid officer on site? (Y / N)
  - Are all your preventive equipment service, check and up to date? (Y / N)
  - Do you have an OH&S manual in place and return to work? (Y / N)
- Fairwork and labour compliance
  - Do you know the requirements of Fairwork Australia from an employer point of view? (Y / N)
  - Are you aware of your legal obligations and responsibilities in regards to;
    1. Employment issues (discrimination, termination, bullying etc)? (Y / N)
    2. Workers Compensation? (Y / N)
    3. Occupational Healthy and Safety? (OH&S)? (Y / N)
- General strategic HR strategies
  - Policies to improve staff morale? (Y / N)
  - Creating a dynamic and best practice work culture? (Y / N)
  - Open door policy? (Y / N)
  - Aligning your business strategies with your HR strategies? (Y / N)