



## HUMAN RESOURCE CHECKLIST

Please accept a copy of our complimentary HR checklist to help you identify human resource issues which may be creating people management challenges and impacting on productivity in your business.

<b>Employment Agreements</b>	<b>Tick</b>
• Do you have a written employment agreement for all your staff?	
• Have you reviewed your master employment agreement recently?	
• Are you using the 90 day “trial period” clause introduced in 2009?	
• Does your business comply with new legislation regarding rest and meal breaks and infant feeding?	
• Have you reviewed your lower paid staff to ensure they are now being paid the minimum wage?	
• Have you reviewed terms and conditions you presently offer your staff? Is it still viable to offer staff benefits that your company may not be able to sustain?	
• Do you have a Policy and Procedures Manual (Staff Handbook)? When was it last updated to reflect the current environment?	
• Do you have a process in place for verifying qualifications and entitlement to work in NZ and the ability to undertake criminal checks?	
<b>Productivity</b>	<b>Tick</b>
• Have you analysed your people related costs and looked at ways to reduce/restructure these? Have you met with staff who are regularly absent from work or suffer from attendance problems?	
• Do you have up to date job descriptions for existing and new roles in your business?	
• Have you clarified the behaviours and attitudes that are necessary to make your business successful?	
• Do you actively manage leave to minimise costs and for efficiency?	
• Do you undertake exit interviews to identify trends and gather feedback?	
<b>Performance Management</b>	<b>Tick</b>
• Do you have a performance review system in place?	
• Have all of your staff been given formal feedback in the last 12 months?	
• Are all of your managers competent in delivering feedback to allow staff to achieve?	
• Are all your staff meeting your expectations in terms of their performance?	

• Have you identified the key strengths of individual staff members?	
• Have you implemented a development plan for your key staff and discussed future opportunities?	
• Is poor performance dealt with quickly and effectively in your business?	
• Do you have a legally compliant process in place for carrying out disciplinary meeting for poor performance discussions?	
<b>Culture</b>	<b>Tick</b>
• Do you have a positive working environment in your business?	
• Do you feel that most of your staff really believe in your business and are committed to doing the best job every day?	
• Have you measured employee satisfaction in the past 12 months?	
• Do you provide effective rewards and benefits to your staff?	
• Does your business have a culture of outstanding teamwork and communication?	
<b>Redundancy/Restructures</b>	<b>Tick</b>
• Are you considering restructuring and/or redundancies in your business over the next 12 months?	
• Do you have a legally compliant process in place for restructuring and redundancies?	
• Does your employment agreement include a restructuring clause? (This clause is compulsory in all agreements).	
• Have you heard about the Ministry of Social Development's ReStart package for employees who may be affected by a redundancy? ( <a href="http://www.winz.govt.nz/individuals/a-z-benefits/restart.html">http://www.winz.govt.nz/individuals/a-z-benefits/restart.html</a> )	
<b>Health and Safety</b>	<b>Tick</b>
• Do you have a system to identify hazards and report accidents and incidents?	
• Do you regularly train staff on the hazards in your workplace?	
• Do you have any employees on ACC that you top up their wages or salary? If so are you declaring this on your employer monthly schedule under the secondary tax rate?	
• Do you operate from multiple sites? Are you aware that you have responsibility for all employees who work there – even if they are employed by someone else (sub contractors and contractors)?	

**We'd welcome the opportunity to work with your business.**

**Please contact us on 0800 EVEREST (383 737)  
for a free 1 hour consultation.**