

Give your business a HR health check

How healthy is your HR? To find out, answer these simple questions and check your results against the chart below.

YES NO

1. Do all your employees have a written contract of employment
2. Do you issue your contracts of employment to employees within 8 weeks of their start date?
3. Do you have job descriptions for all the roles in your business?
4. Do you check that people joining your business have the right to live and work in the UK?
5. Do you have an employee handbook detailing company policies and procedures?
6. Do you have written disciplinary and grievances procedures that reflect the ACAS Code of Practice
7. Do you know what your employees' Statutory rights are?
8. Are you confident that your policies and procedures comply with legislations e.g. disability, maternity, paternity, flexible working etc.?
9. Do you have a clear procedure for dealing with sickness absence?
10. Do you record the number of days lost due to sickness absence and the financial cost this can have to your business?
11. Do you have a clear procedure for dealing with poor performance?
12. Do you have a probationary period for new starters?
13. Do you know how happy/engaged your employees are? Have you ever carried out an engagement survey to obtain your employees views?
14. Do you have a recognition scheme in place for rewarding employees who go the extra mile?
15. Do you know that if you lose at a tribunal the compensation awarded could be increased by up to 25% if you failed to follow a fair process?

Total (count the number of ticks in each column)

Number of 'yes' answers

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
High Risk You need to take action! Call us to find out how we can help.					Moderate Risk There is room for improvement. We can undertake a review for you and help identify areas for improvement.					Low Risk Your HR essentials appear to be in place. Maybe time to focus on your strategic HR requirements to improve business performance.				

Whether you simply want occasional advice, a fully outsourced HR service or something in between, we can help. For an initial confidential, no obligation chat please get in touch.

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“Helping businesses look after their most important assets: their people”

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