

Human Resources Management Assessment

Recruitment and retention of a diverse workforce has grown significantly more difficult. Employees want to work in organizations that create a positive employment experience.

The quality of your workplace is determined by many factors. This assessment has five areas of focus:

- Talent Acquisition
- Total Rewards
- Performance Management
- Law and Regulations
- Staff Development and Succession Planning

This assessment tool is designed for companies that may not have a fully staffed HR department. It will help you determine where you need to focus your efforts to make a positive impact on your workforce.

DOES YOUR COMPANY ...

YES NO

... formally document its human resources processes (recruitment, hiring, employee classification, disciplines, terminations)?		
... have a policy that shows your commitment to diversity, equity, and inclusion along with implemented practices for your workforce to be in line with community demographics?		
... have a documented onboarding and orientation process that considers engagement and compliance?		
... stay informed of current laws relevant to your workplace?		
... have a policy outlining the proper maintenance of personnel files?		
... have a documented performance management system?		
... review HR policies and practices on a regular basis to ensure their effectiveness and compliance with applicable laws?		
... provide employees access to the company's HR policies and procedures?		
... maintain current, functional job descriptions that accurately describe the responsibilities and requirements of each position?		
... regularly perform a job analysis for each existing job as well as new positions in order to develop accurate job descriptions and compensation structure?		
... track and analyze employee turnover data?		
... have a plan to address skill gaps?		
... consider customer needs when developing HR policies and processes?		
... have the appropriate level of management approve all policies before they are implemented?		
... use legally compliant interview questions?		
... engage in workforce planning?		
... have a current recruitment and candidate sourcing strategy?		
... have an employee experience and engagement program?		
... have safety policies and procedures along with a defined process for reporting workplace injuries?		
... have a process for when an employee leaves your organization?		
... know if your employees understand your policies, procedures, and expectations?		
... have a process to handle claims of harassment or know how to do an investigation?		



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