

HOW ARDCO

BUSINESS & HR SOLUTIONS

30 Point HR Checklist



30 POINT HR CHECKLIST “HOW TO FIND, DEVELOP AND LEAD A SUCCESSFUL TEAM”

Many small to medium businesses struggle with the people side of things. They seem to be forever **battling with ‘people problems’** never getting ahead of the game and these so called “HR issues” are preventing them from growing into successful, sustainable businesses. But there are those who have figured it out, that **people are the key to a profitable, rewarding business** and that having a successful team around you can be the answer to creating a business that can run and make money for you even when you are not there. The answer is to have a **professional approach to HR**, to treat the people part of your business just as you would your finances, your customers and your products. Here is your 30-point checklist for Finding, Developing and Leading a Successful Team:

Recruiting the right people:

- 1. Do you have a plan and budget for recruitment for the next 12 months?
- 2. Do you have a clearly defined process for recruiting from advertising through to appointment?
- 3. Do you undertake relevant background and reference checks for your preferred candidates?
- 4. Can you describe your ideal employee? And do you know where to find them?
- 5. Do you know the market salary for the role you are recruiting for?
- 6. Do you have a job description for each role you are going to fill?
- 7. What are the key success criteria for each role to be successful in your business?

Engaging your people:

- 8. Do you have up to date employment contracts for all your people?
- 9. Are pay rates consistent with the relevant awards?
- 10. Do you have clear sign-on procedures e.g. payroll, superannuation, policies, Fairwork Statement, police checks and health checks etc.
- 11. What is your probation period and is this covered in the employment contract?
- 12. Do you have a 3-month induction plan describing the steps they will go through and what they will learn?
- 13. Do you provide structured performance feedback during induction and document this at least at the 3-month mark?
- 14. Do you seek feedback from your new employees on how to improve the induction process?

Retaining your people:

- 15. Do you have up to date and compliant HR and WHS policies? And have all staff received training on them?
- 16. Do you have a performance feedback process in place and do staff receive performance reviews at least annually?

- 17. Do you have a policy for Salary reviews and do you review salaries against the external market annually?
- 18. Do you have development plans for all your people and are they monitored regularly?
- 19. Do you understand the different personalities of your people and how to get the best from them?
- 20. Do you encourage innovation and create opportunities for problem solving and creativity?
- 21. Do you support diversity and provide flexible work arrangements?
- 22. Do you seek feedback from your staff on how to provide a better workplace?

Leading your people:

- 23. Do you have a good understanding of your leadership style?
- 24. Can you describe your vision and goals for the business?
- 25. Do you encourage healthy eating and exercise and, lead by example?
- 26. Do you provide coaching for your key staff to ensure they are developing their leadership skills?
- 27. Do you provide progress reviews quarterly so your people know how the business is performing and where the challenges are?
- 28. Do you develop your team to ensure they are working well together?
- 29. Do you celebrate success when there is a win and help your team learn from mistakes when there is a failure?
- 30.And finally, do you have a succession plan for who can take over when your business is running so well you can take a back seat role?

NOTES

**Find, develop and lead successful teams, contact Warren Howard
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Find more HR resources at www.howardco.com.au