

Answer 'yes' or 'no' and add up your totals at the end of this quick questionnaire. If you are not sure of the correct answer tick 'no'.

## Recruitment

- Are around 90% of your posts successfully recruited to at the first recruitment round? Yes  No
- Do you keep written records from your interviews? Yes  No
- Do you have job descriptions for all posts? Yes  No
- Do you have person specifications for all posts? Yes  No
- Have you reviewed your job descriptions and person specifications in the last 6 months? Yes  No
- Do you keep monitoring data relating to applicants, those short listed and those successful by gender, race, marital status, disability and age? Yes  No
- Do those responsible for recruitment in your organisation know which groups of people are protected under employment equality legislation? Yes  No
- Can disabled candidates be accommodated at interview? eg. Can you offer wheelchair access? Yes  No
- Do you have access to medical advice as part of your selection process? Yes  No
- Do you have sufficient understanding of the work permit and immigration rules regarding those you can and cannot employ? Yes  No

## Pay and Benefits

- Are you sure that you comply with equal pay legislation by paying men and women equally for work of equal value? Yes  No
- Do part-time staff in your organisation receive equal pay and benefits to full time staff? Yes  No
- Do you pay your staff at least the minimum wage? (£5.35 for over 22 year olds and £4.45 for 18 to 21 year olds) Yes  No
- Are your non pay benefits such as holiday and sick pay not age related? Yes  No

## Employment Policies

- Most of following are statutorily required policies for employment policies? Do you have the following?
- Discipline and grievance Yes  No
  - Harassment and Bullying Yes  No
  - Working Time Directive Yes  No
  - Data Protection Yes  No
  - Whistle blowing Yes  No
  - Sickness Absence Yes  No
  - Promotion Yes  No
  - Maternity, Paternity and Adoption leave Yes  No
  - Flexible working Yes  No
  - Dependents leave Yes  No

- Trade union recognition (if you have recognised trade unions) Yes  No
- Redundancy and reorganisations Yes  No
- Health and Safety Yes  No
- Equal Opportunities/Diversity Yes  No
- Use of internet and email Yes  No
- Retirement/Age Yes  No

## Employment Practices

- Are your contracts of employment issued within 8 weeks of the start of employment? Yes  No
- Do you issue an employee handbook with basic information regarding health and safety matters, sickness reporting etc..? Yes  No
- Do you carry out a formal induction session for your staff? Yes  No
- Do you carry out formal annual appraisals of your staff? Yes  No
- Do you consult with your staff through formal mechanisms on major developments in the organisation? Yes  No
- Do you offer training and development for your staff to ensure they stay up to date and maintain the correct level of skills and knowledge in order to carry out their jobs? Yes  No
- Do you offer opportunities for professional development for your staff? Yes  No
- Do you carry out stress audits? Yes  No

## Employee Satisfaction

- Is your staff turnover higher than 15% per annum? (To calculate staff turnover –add together the number of staff employed 12 months ago and today and divide by 2. This will give you the average number of staff working for you in the last 12 months. Then take the number of leavers in the past 12 months, multiple by 100 and then divide by the average number of staff working for you in the last 12 months. This formula will leave you with a percentage turnover figure) Yes  No
- Do your staff average more than 6 days of absence per year? Yes  No
  - Do you carry out regular staff surveys in order to assess attitudes and staff morale? Yes  No
  - Do you carry out leaver questionnaires when staff leave? Yes  No

## Scores

Less than 25 'YES' scores – **RED LIGHT** – it is likely that you are not compliant with UK employment legislation and you are at risk of decreased productivity and high staff turnover

26 to 44 'YES' scores – **AMBER LIGHT** – you may need to check that your current employment practices are legally compliant and assess whether you are using the best people management practices to ensure the continued success of your organisation

45 'YES' scores – **GREEN LIGHT** – congratulations – you are fully compliant and probably an excellent employer with high levels of employee satisfaction and productivity

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