

HR MANAGEMENT A BASIC SELF ASSESSMENT



Tell us about your people management practices generally by giving a score for each of these questions between 0 and 3.

0 = No/Never and 3= Yes / Fully / At all times.

	QUESTION	SCORE
1	Do you consistently recruit the right people? Or are there some poor appointments?	
2	Are candidates AND managers happy with the recruitment process?	
3	Are good quality job descriptions and person specifications available for each job?	
4	Are new starters given letters of appointment and contracts?	
5	Are references and immigration checks taken up before appointment?	
6	Are there staff contracts for both permanent and temporary staff?	
7	Do contracts of employment contain all the information required by law?	
8	Are new staff given a full induction to the job and to the organisation?	
9	Are probation reviews carried out on time?	
10	Are all staff paid at least the minimum wage?	
11	Are staff paid correctly and on time?	
12	Is annual leave and absence monitored and managed?	
13	Do managers have effective ways of communicating with their team?	
14	Do team members have effective ways of communicating with their manager?	
15	Are performance standards set and communicated to staff?	

16	Is performance managed well – through supervision and/or appraisal?	
17	Are performance problems addressed honestly and at the right time?	
18	Are staff offered training and support to improve their skills?	
19	Is training designed to meet both current and future needs?	
20	Does every employee know the standards of conduct and attendance?	
21	Is there a grievance procedure and is it followed?	
22	Are staff in general satisfied and productive?	
23	Do teams work together well and are conflicts resolved positively?	
24	Do you have a disciplinary procedure and is it followed?	
25	Is the work environment designed to enable staff to be productive?	
26	Do managers and senior managers know about their health and safety responsibilities?	
27	Do staff understand their health and safety responsibilities?	
28	Do managers or senior managers monitor worker satisfaction in any way?	
29	Have senior managers developed a business plan – and do staff know about it?	
30	Do managers and senior managers have a way of learning about important legal developments?	
31	Is there an up to date staff manual / set of written policies and procedures?	
32	Where a dismissal takes place, is it managed fairly, following a procedure?	
33	Do you have an up to date redundancy procedure?	
	TOTAL SCORE (MAX = 99)	