

Employee Checklist

Below is a sample of some of your business risks. Review the business statistics first. In the box place a **Y/N** answer to measure if you are at risk.

Recruitment

- The second biggest constraint on investment after taxes was a lack of quality of staff¹
- One in four hiring's fail²
- The real cost of hiring the wrong person is double their annual wage³

Your Business Check

- € Do you know how to select the right person for the job?
- € Do you know what to ask and what to look for in an interview?
- € Are you starting staff in the best way with good orientation processes in place?

Performance Management

- 44% of staff employed for over a year have had change in their position responsibilities⁵
- 63% of businesses find counselling staff difficult⁶
- New legislation means changes in work practices – workplaces are unprepared

Your Business Check

- € Are your position descriptions up to date and are you covered if staff positions change?
- € Do you have clearly defined processes for staff counselling?
- € Do you have up to date processes in place that will protect you?

Engagement

- Highly committed employees try 57% harder
- Highly committed employees are 87% less likely to leave
- More than 1 in 10 employees are actively disengaged⁴

Your Business Check

- € Do you know the level of engagement of your employees?
- € Have you completed an employee satisfaction survey in the last 12 months?
- € Is your organisations strategy for engagement and motivation working?

Leadership

- 78% of employees lack clarity of management expectations⁷
- 70% of change initiatives fail to meet their aims⁸
- 60% --65% of employees see their immediate manager as the major source of dissatisfaction with their job⁹

Your Business Check

- € Are you developing and coaching the leaders in your organisation?
- € Is the leadership seen as positive throughout the organisation
- € Are your managers leading or managing into the future?

Research Reference Table

¹ ACCI - BRW – The discomfort of Strangers February 5-11 2004
² BRW – The discomfort of Strangers February 5-11 2004
³ Drake Personnel – BRW – The discomfort of strangers February 5-11 2004
⁴ BRW – Know How, No Way, David James – February 5 – 11 2004
⁵ ABS – Career Experience Australia 6254.0 22/09/03
⁶ ABS – Career Experience Australia 6254.0 22/09/03
⁷ ACCI - BRW – The discomfort of Strangers February 5-11 2004
⁸ DSB – Coping with Compliance February- March 2004
⁹ ABS – Career Experience Australia 6254.0 22/09/03

If you answered **NO** to any of the above,
GR8 HR Solutions can help!

Don't wait- Call Today!

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