

HR health check

This checklist will assist you in identifying whether your HR practices comply with legislative requirements and/or whether they fit with best practice to attract and retain the right people so you can achieve business success.

If you answer 'no' to any of these questions, we strongly recommend you seek professional advice from a HR expert. Akyra is happy to meet with you for an obligation-free conversation around what your needs might be.

Part 1 – hiring employees		
It's important you have a recruitment process compliant with Australian law and aligned with commercial best-practice to protect your business.		
<input type="checkbox"/>	<input type="checkbox"/>	Are all applicants interviewed for a position asked the same questions?
<input type="checkbox"/>	<input type="checkbox"/>	Are applications assessed against the essential qualifications, skills, experience and attributes?
<input type="checkbox"/>	<input type="checkbox"/>	Does your recruitment process indicate how you will handle unsuccessful applicants?
<input type="checkbox"/>	<input type="checkbox"/>	Are you and/or your management team aware of what should/shouldn't be asked at interview?
<input type="checkbox"/>	<input type="checkbox"/>	Is a referee asked whether they give permission for an applicant to see the referee comments?
Part 2 – position descriptions		
A well-crafted position description ensures both you and your employee are clear about the responsibilities of the role and the skills, knowledge, experience, qualifications and attributes required.		
<input type="checkbox"/>	<input type="checkbox"/>	Does every employee have a position description?
<input type="checkbox"/>	<input type="checkbox"/>	Is each position description reviewed at least every 2 years (or when a change occurs)?
<input type="checkbox"/>	<input type="checkbox"/>	Does each position description describe no more than six role-related responsibilities?
<input type="checkbox"/>	<input type="checkbox"/>	Is each position description based on the requirements of the role and not the incumbent?
Part 3 – Fair Work Act		
The Fair Work Act came into effect from 1 January 2010. All aspects are legally enforceable. Breaches can incur substantial fines per breach. If a Modern Award is applicable, employees must be correctly classified into one of the classifications detailed in the applicable Award. Even if you pay your employees more than the Award rate, your employee(s) might still be entitled to additional award entitlements – e.g.: overtime etc.		
<input type="checkbox"/>	<input type="checkbox"/>	Do you know whether a Modern Award covers your employees (there may be more than 1)?
<input type="checkbox"/>	<input type="checkbox"/>	If a Modern Award applies, are your employees correctly classified?
<input type="checkbox"/>	<input type="checkbox"/>	Do you know your obligations when a Modern Award doesn't apply?
<input type="checkbox"/>	<input type="checkbox"/>	Has every new employee been provided with a copy of the Fair Work Information Statement?
<input type="checkbox"/>	<input type="checkbox"/>	Do you understand the difference between an unfair dismissal claim and adverse action?
Part 4 – employment agreements		
A written and legally-compliant employment agreement (EA) provides transparency regarding terms and conditions of employment; protects your business; and makes it easier to manage employees.		
<input type="checkbox"/>	<input type="checkbox"/>	Do you have an EA with each employee?
<input type="checkbox"/>	<input type="checkbox"/>	Do you issue an addendum for changes in employment conditions – e.g.: wages etc.?
<input type="checkbox"/>	<input type="checkbox"/>	Are you paying the correct wage rates?
<input type="checkbox"/>	<input type="checkbox"/>	Do you understand the differences between your full-time, part-time and casual employees?
Does the EA reference:		
<input type="checkbox"/>	<input type="checkbox"/>	– the Modern Award and employee classification (where applicable)
<input type="checkbox"/>	<input type="checkbox"/>	– hours of work

Please note any information provided is professional advice and does not constitute legal advice



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OF CHOICE

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<input type="checkbox"/>	<input type="checkbox"/>	- wages and how they calculated and whether reasonable overtime is included?
<input type="checkbox"/>	<input type="checkbox"/>	- leave
<input type="checkbox"/>	<input type="checkbox"/>	- qualifying / probationary period
<input type="checkbox"/>	<input type="checkbox"/>	- notice periods / termination
<input type="checkbox"/>	<input type="checkbox"/>	- redundancy
<input type="checkbox"/>	<input type="checkbox"/>	- confidential information
<input type="checkbox"/>	<input type="checkbox"/>	- intellectual property
<input type="checkbox"/>	<input type="checkbox"/>	- post-employment obligations
<input type="checkbox"/>	<input type="checkbox"/>	- acceptable behaviour standards

Part 5 – managing your employees

Strong and well-communicated HR policies and procedures are critical to maintaining consistent standards and protecting your business.

<input type="checkbox"/>	<input type="checkbox"/>	Do you have a flexible working arrangement policy and/or procedure?
<input type="checkbox"/>	<input type="checkbox"/>	Do you provide all the necessary documents to new employees?
<input type="checkbox"/>	<input type="checkbox"/>	Do you undertake a 'right to work' check for new employees – i.e.: authorised to work in here?
<input type="checkbox"/>	<input type="checkbox"/>	Do you know what notice and documentation is required upon termination?
<input type="checkbox"/>	<input type="checkbox"/>	Do you know what to include in a payslip
<input type="checkbox"/>	<input type="checkbox"/>	Do you provide a payslip to each employee within one (1) business day of paying wages
<input type="checkbox"/>	<input type="checkbox"/>	Do you maintain accurate time and wage records for employees?
<input type="checkbox"/>	<input type="checkbox"/>	Do you maintain a record of leave entitlements?
<input type="checkbox"/>	<input type="checkbox"/>	Do you know what is a redundancy?
<input type="checkbox"/>	<input type="checkbox"/>	Do you know how to manage a redundancy?
<input type="checkbox"/>	<input type="checkbox"/>	Are you aware the Fair Work Act provides General Protections?
<input type="checkbox"/>	<input type="checkbox"/>	Do you have an employee handbook detailing HR policies and general workplace information?
<input type="checkbox"/>	<input type="checkbox"/>	Has each employee signed an acknowledgement confirming they have received, read and agree to abide by policies?
<input type="checkbox"/>	<input type="checkbox"/>	Do you have HR manual with policies, procedures and forms?
<input type="checkbox"/>	<input type="checkbox"/>	Do you conduct performance appraisals?
<input type="checkbox"/>	<input type="checkbox"/>	Do you have easily measurable KPIs for each employee directly linked to their responsibilities?
<input type="checkbox"/>	<input type="checkbox"/>	Do you review employee wages annually to ensure it is competitive and reflects performance?
<input type="checkbox"/>	<input type="checkbox"/>	Have you recently benchmarked employee salaries to ensure parity with the market?
<input type="checkbox"/>	<input type="checkbox"/>	Do you conduct employee surveys?
<input type="checkbox"/>	<input type="checkbox"/>	Do you have social functions and/or celebrate events (eg: birthdays, business success)?
<input type="checkbox"/>	<input type="checkbox"/>	Do you have a training and/or professional development program?

Akyra is a well-regarded HR and employment relations practice who translate the complexity of people management into transparent, understandable language & actions. Contact us for an obligation free conversation.

Please note any information provided is professional advice and does not constitute legal advice



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