

## People management checklist

Effectively managing the performance of your workforce underpins the success of your business; no matter whether you employ 1 or 20 or 100 or more people.

Your product or service might just be the best there is. However, when you focus your attention on developing a culture of professionalism; knowing your people with a friendly and approachable management team (including you); consistently enhance employee knowledge and skills; fully utilise employee knowledge and skills; and encourage and reward new ideas... your business will outperform your competitors for talent.

	<b>Tick yes or no against the items you have in place</b>	<b>Y/N</b>
1	Your business values and business goals are known by and visible to all employees	
2	Each role has a position / job description that includes:	
	i) background of your business and its values	
	ii) purpose of the role	
	iii) who the role reports to	
	iv) any positions that report to the role	
	v) duties / responsibilities / accountabilities	
	vi) qualifications, skills, experience and knowledge that is required or desired	
	vii) personal attributes that make the person a good fit for your business	
3	Each role (full-time, part-time, casual, contract) has an employment agreement with the following:	
	i) whether they are employed under an award or common law agreement	
	ii) their classification (if applicable) and pay rate	
	iii) hours / days of work and where that work is to be performed	
	iv) information about any qualifying period	
	v) termination and disciplinary processes	
	vi) place to sign and date that they accept the employment agreement	
4	You have a recruitment (hiring) process that ensures new employees fit your business values and have the skills, experience, qualifications and attributes you need to achieve business goals.	
5	You have a formalised induction and on-boarding process or procedure	
6	You manage important employee action dates (eg: qualifying and / or review timelines) via a diary	
7	An employee handbook outlining the essentials of your business plus relevant HR policies is signed off as having been read and understood with an agreement to abide by values and policies.	
8	Your policies and procedures match your business needs and comply with relevant legislation.	
9	You regularly review your policies and procedures for compliance with legislation and for best practice	
10	Managers / team leaders / supervisors have regular and documented conversations with their team on performance and training (where appropriate)	
11	Any opportunities for advancement or improvement are in place and known to all employees	
12	i) you have a policy / procedure to deal with issues including grievances, conflict and complaints	
	ii) all employees know what the policy and procedure is	
13	Your written and verbal communication strategy includes at least some of the following:	
	i) keeps your employees up-to-date with business activity	
	ii) celebrates successes	
	iii) highlights customer or client satisfaction with your product or service	
	iv) is circulated regularly in writing or as part of a regular team meeting	
14	Each employee under an Award or the wage threshold completes a timesheet	
15	Each employee receives their fully details pay slip within 1 working day of being paid	
16	You regularly conduct employee engagement activities – eg: surveys, social events	
17	Your business regularly looks for ways to improve employee engagement	
18	You regularly (or at least annually) review your wages and compare them against the marketplace	
19	All your managers / team leaders / supervisors know how to appropriately deal with employee matters or know where they can source helpful , productive and confidential advice	
20	Employees can access someone to confidentially talk about work related matters and feel safe to talk.	

If you answered 'no' to any of these questions, your business could face considerable risks and we strongly recommend you seek further advice.

Email [margaret.goody@akyra.com.au](mailto:margaret.goody@akyra.com.au) with your responses today...  
she will call you to arrange a convenient and no obligation conversation!



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**EMPLOYERS**  
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