

A Quick Health Check of Your Business

All businesses, even small ones, need to have at least the basics covered when it comes to Human Resources. Here is a short checklist for your business. Wherever you answer “no,” you are leaving yourself and your business exposed.

- Do all your employees have written contracts of employment?**
 - Do your Employment Contracts cover the requirements of the *Alberta Employment Standards Act*?
- Do they include the following information:
 - Position title, start date, starting salary, probationary period?
 - Vacation entitlement, statutory holidays?
 - Reporting structure and emergency contact protocols?
 - Salary review timing and process?
 - Confidentiality agreement?
 - Congratulations and welcome statement?
- Which of the following policies / procedures do you have in place:**
 - Health and safety?
 - Vacation requests?
 - Absence (sick leave, personal time, bereavement, etc.)?
 - Maternity and parental leave?
 - Progressive discipline?
 - Use of equipment, computers, telephones, etc.?
 - Alcohol, illegal drugs and smoking protocols?
 - Performance review?
- Do you have these tools in place to manage your staff:**
 - Job descriptions, which outline core competencies & KSAOs (knowledge, skills, abilities and other attributes)?
 - Candidate screening matrix (for recruitment and selection)?
 - Standard interview guides / templates, which use BDI (behavioural-descriptive indicator) questions?
 - Onboarding & orientation process, including an employee handbook?
 - Conflict resolution mechanism?