

SME HR CHECKLIST

If you find you have some gaps and need support to work through your HR processes, please contact Kate Appleyard: kate@applehr.co.uk

ORGANISATIONAL DESIGN & COMPENSATION

Y N ?

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|---|---|--|
| 1 | Have you created an organisational chart, showing the roles your business needs and reporting lines? | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 2 | Have you researched current competitive salary levels for the roles you need? | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 3 | Have you calculated the cost of each role to the business including salary, pension, holiday, additional benefits, employers' tax and National Insurance Contributions? | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

RECRUITING & ONBOARDING

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| 4 | Do you know how you will recruit your team? e.g. online ads, LinkedIn etc | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 5 | Do you have clear job descriptions for candidates to review? | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 6 | How will you manage the interviews? If face to face isn't practical, can you do it via video call? | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 7 | Once a candidate has been appointed, do you have a process to identify and purchase the tools they will need to do their job? | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 8 | Do you have an induction pack for your new recruits to read on their first day? | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

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EMPLOYMENT CONTRACTS & HR POLICIES

Y N ?

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|-----------|---|--|
| 9 | Do you have a standard contract of employment - this is now a legal requirement for every employee from day 1. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 10 | Do you have a Data Protection Policy so you can explain to staff what you use their personal data for (to comply with GDPR)? | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 11 | Do you have an employee handbook or an official document which outlines any policies and guidelines explaining how you do business? | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

MANAGING PERFORMANCE

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| 12 | Do you have a process for managing employee performance? | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 13 | Do you schedule regular 1-2-1s with your staff to review their performance? | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 14 | Are you setting clear objectives to measure their performance against? | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 15 | Do you have a process for documenting your meetings with staff to record outcomes from both sides? | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |