

Staff Risk 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 responsibilities⁷
- 63% of businesses find counselling staff difficult⁸
- 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?

Managing Risk

- 34% of businesses do not have employment contracts in place⁴
- Over 30% of businesses do not know if they comply with Legislation⁵
- Intellectual property management in Australia is inadequate and ad hoc⁶

Your Business Check

- Do you have clear expectations for staff and well defined position descriptions?
- Do you know if you have signed and up to date employment contracts on staff files?
- Do you have policies and signed documents from your staff to protect your intellectual property, business systems, information and workplace environment?

Staff Information

- 25% of business who don't employ staff, would if there was less paperwork⁹
- 75% of businesses have problems with paperwork and compliance¹⁰
- 23% of employees have been in their job for less than one year¹¹

Your Business Check

- Are your staff management processes efficient?
- Do you diarise follow ups? i.e. probationary dates, performance reviews
- Is your information up to date and easy to find when you need it?

10 Easy Tips for Managing Staff

Recruitment

- When interviewing use a standardised interview guide so that you evaluate all candidates objectively.
- Avoid hypothetical questions such as “How would you (deal with...)?” and replace them with specific questions such as “How have you (dealt with...) in the past?” A real example of action is a far greater indicator of performance than an imagined guess.

Performance Management

- New legislation means that this process may be simplified. If you have ever been a staff member you may remember your own desires for management feedback.
- A simple process will create an open dialogue between you and your staff where you can objectively evaluate their performance.
- Be sure to follow-up the review with action plans developed by your and the staff member.

Managing Risk

- If you are worried about an “victimisation” claim at some stage, set up structured channels of communication with your staff.
- Confirm all conditions of employment in writing and any performance problems in writing. You will reduce your risk and be prepared to defend yourself if you have acted with the best and fairest intentions.

Staff Information

- Create standardised processes to ease the paperwork burden.
- Check your staff files. Make sure you have the right paperwork in place including signed employment contracts, position descriptions and workplace policies.
- Secure your staff information. Make sure your filing system is locked with controlled access.

Business tips are great, but if you are like many business owners, you just don't seem to have the time to implement change. [HR Fix](#) can help you take control over your staff management process. We do this by providing you with:

- ⋮ **Affordable solutions**- Don't break your budget by overspending or buy a cheap system that only fixes part of the problem!
- ⋮ **Risk Free**- Includes a 60 day money back guarantee!
- ⋮ **Easy to Use**- Includes user friendly forms and colour coded instructions. If you can click a mouse, then you can use this system!

We know the value HR Fix can bring to your business, but don't take our word alone. Here is what some of our customers have to say:

“Before Staff Systems, we were always in the dark about what we had to do in regards to managing staff. We knew the risks but didn't know how to go about it. With 15 staff, we are pretty hands on in our business and time is always an issue.

With a click of a mouse and in a few hours we were able to reduce our risk and put us back in control of our staff management processes. And it is all in one system...”

Wayne and Chris
The Day Tour Company

“Having a business in a fast moving industry sector, I needed a system that I can use on the run. My accounting package looks after my payroll. I still needed a solution that helped me manage my relationship processes with my staff.

Then I implemented Staff Systems.

Within a ½ hour, the system was set up and I could use it straight away! Finally I have a staff management tool that is relevant to the way I run my business. It is so simple! ..”

Julie Jackaby
Advanced Data Systems