



## Business Health Checklist

Business Area	Description	Yes	No
<b>Legal requirements</b>	Do you know which Awards, if any, apply to your employees?	<input type="checkbox"/>	<input type="checkbox"/>
	Do you know which classification within the Award that each employee falls under?	<input type="checkbox"/>	<input type="checkbox"/>
	Are you paying hourly rates of pay in accordance with the Award?	<input type="checkbox"/>	<input type="checkbox"/>
	Are you aware of the Award specifications for ordinary working hours, breaks, overtime, penalties, allowances and loadings?	<input type="checkbox"/>	<input type="checkbox"/>
	Do your pay slips comply with laws, such as showing separately amounts received for overtime, allowances and loadings?	<input type="checkbox"/>	<input type="checkbox"/>
	Do you comply with the National Employment Standards with regard to employees' entitlements to take leave?	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Contracts</b>	Do you use written contracts of employment or letters of offer for all employees?	<input type="checkbox"/>
Does your contract sufficiently deal with matters outside of the relevant Award such as probation, notice of termination, location of work, reporting lines?		<input type="checkbox"/>	<input type="checkbox"/>
Do your non-Award (or manager) contracts deal with restraining your employees from poaching clients when leaving your employment?		<input type="checkbox"/>	<input type="checkbox"/>
Do the contracts deal with protection of business confidential information and intellectual property?		<input type="checkbox"/>	<input type="checkbox"/>
Do you engage contractors and if so, is there a written contractor engagement?		<input type="checkbox"/>	<input type="checkbox"/>



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<b>Dismissals</b>	Do you understand the unfair dismissal laws and how to minimise your exposure to a claim?	<input type="checkbox"/>	<input type="checkbox"/>
	Do you understand the meaning of a genuine redundancy?	<input type="checkbox"/>	<input type="checkbox"/>
	Do you understand 'adverse action' and 'general protections' claims and how a termination might be effected if there is a risk of a claim being commenced?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Induction &amp; onboarding</b>	Do you have a clear induction program for all new recruits?	<input type="checkbox"/>	<input type="checkbox"/>
	Do you cover all key areas in induction including policies, procedures, tour of workplace, expectations, uniforms, PPE, IT access, WHS, security, payroll etc?	<input type="checkbox"/>	<input type="checkbox"/>
	Do you follow up and survey new recruits during the first few weeks to gauge their level of engagement, training and role clarity?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Performance management</b>	Do you utilise probationary periods and proactively manage performance?	<input type="checkbox"/>	<input type="checkbox"/>
	Do you give feedback regularly?	<input type="checkbox"/>	<input type="checkbox"/>
	Is under-performance managed in a timely manner?	<input type="checkbox"/>	<input type="checkbox"/>
	Do you coach line managers in managing performance?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Discipline</b>	Do you understand your obligations and your rights?	<input type="checkbox"/>	<input type="checkbox"/>
	Are all under-performing employees currently on a performance improvement program?	<input type="checkbox"/>	<input type="checkbox"/>
	Do you feel that all managers are equipped to manage under-performing employees?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Training &amp; development</b>	Are gaps in skills and competence being reviewed with your key staff and development provided to fill these gaps?	<input type="checkbox"/>	<input type="checkbox"/>



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	Are you providing all compliance training, including WHS, anti-bullying, harassment and discrimination?	<input type="checkbox"/>	<input type="checkbox"/>
	Are you providing opportunities for training and development to high performers?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Recruitment</b>	Do you consider yourself an employer of choice?	<input type="checkbox"/>	<input type="checkbox"/>
	Can you articulate your unique selling proposition to differentiate yourself from competitors in the job market?	<input type="checkbox"/>	<input type="checkbox"/>
	Are your values clearly defined?	<input type="checkbox"/>	<input type="checkbox"/>
	Do you have a current recruitment system that ensures your brand is represented positively to all applicants?	<input type="checkbox"/>	<input type="checkbox"/>
	Do you have a workforce planning strategy which identifies future key recruitment needs?	<input type="checkbox"/>	<input type="checkbox"/>
	Do you have a workforce plan which identifies cyclical labour periods for temporary and/or permanent recruitment?	<input type="checkbox"/>	<input type="checkbox"/>
	Do you have a strategy for how you will attract the best people?	<input type="checkbox"/>	<input type="checkbox"/>
	Do you have a marketing & communications strategy to promote your roles and brand through digital platforms?	<input type="checkbox"/>	<input type="checkbox"/>
	Do you have position descriptions and clear role expectations?	<input type="checkbox"/>	<input type="checkbox"/>
	Can you articulate the 'ideal candidate' i.e. skills, attributes and experience for each of the roles in your business?	<input type="checkbox"/>	<input type="checkbox"/>
	Do you have an outplacement strategy for redundancies or retrenchment?	<input type="checkbox"/>	<input type="checkbox"/>