

IR Risk Checklist

Below is a sample of some of your business risks. Review the business statistics first. In the box place Y / N to measure if you are at risk

Managing Risk

- Did you know that the Federal Government is adding resources to audit workplaces for non compliance? (rates of pay, penalties and allowances are hot targets)
- 34% of businesses do not have employment contracts in place¹
- Over 30% of businesses do not know if they comply with Legislation²

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?

Recruitment

- The second biggest constraint on investment after taxes was a lack of quality of staff⁵
- The real cost of hiring the wrong person is double their annual wage⁶

Your Business Check

- Are you up to date with the latest conditions for new and existing staff? Will you be compliant when the legislation starts on July 1st?
- Are you starting staff in the best way with good orientation processes in place?
- Do you know how to select the right person for the job? Do you know what to ask (and not ask!) and what to look for at an interview?

Engagement

- Highly committed employees try 57% harder and are 87% less likely to leave
- More than 1 in 10 employees are actively disengaged⁸

Your Business Check

- Do you know the level of engagement of your employees?
- Have you completed a satisfaction survey in the last 12 months?

Staff Information

- 25% of business who don't employ staff, would if there was less paperwork³
- 75% of businesses have problems with paperwork and compliance⁴

Your Business Check

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

Performance Management

- 44% of staff employed for over a year have had change in their position responsibilities⁷
- Fair Work Australia means changes in work practices – workplaces are unprepared

Your Business Check

- Do you have processes in place to manage the performance of your staff and for counselling when necessary?
- Do you provide regular feedback and identify training needs for your staff?
- Are you clear on your performance management process? Is it consistent across your business? Are you aware of the unfair dismissal legislation?

Leadership

- 78% of employees lack clarity of management expectations⁹
- 60% - 65% of employees see their immediate manager as the major source of dissatisfaction with their job

Your Business Check

- Is the leadership seen as positive throughout the organisation?
- Are you developing and coaching the leaders in your organisation?

Research Reference Table

¹ Humanoz Market Research to 242 SMEs in 2003
² Humanoz Market Research to 242 SMEs in 2003
³ ACCI - BRW – The discomfort of Strangers February 5-11 2004
⁴ DSB – Coping with Compliance February- March 2004
⁵ ACCI - BRW – The discomfort of Strangers February 5-11 2004
⁶ Drake Personnel – BRW – The discomfort of strangers February 5-11 2004
⁷ ABS – Career Experience Australia 6254.0 22/09/03
⁸ BRW – Know How, No Way, David James – February 5 – 11 2004
⁹ ACCI - BRW – The discomfort of Strangers February 5-11 2004

If you answered **NO** to any of the above, thresholdHR can help!

Don't wait – contact today!

Phone: 0418 144012
 Email: admin@thresholdhr.com.au