



HR INVENTORY

Use this **HR Inventory** feature to see where your business might benefit from our support. Email your results to us at enquiries@perfectvisionhr.com and we will contact you to discuss our recommendations to help your business reduce risk, develop sound employment practices and engage your colleagues. (NB: a more detailed HR Inventory can be undertaken by Perfect Vision HR as part of any package).

Your Company Name:	
Business Type:	
Number of employees:	
Company Location:	
Date of completion:	

- Please give each question a traffic light rating based on the scoring outlined below:
- “G” = GREEN My business has this in place / I am happy with our approach / I feel that I have sufficient knowledge
- “A” AMBER My business has something in place, but I feel it could be improved / I feel that would need some support if this situation arose
- “R” = RED My business does not have provision for this / I feel unprepared for this situation

	RED	AMBER	GREEN
Legal Compliance			
1. Do you have a process in place to ensure that all employees have the right to live and work in the UK?			
2. Do your employees have a contract providing written terms and conditions of their employment?			
3. Do you know the most appropriate way to vary a contractual term of employment should you need to?			
Policies & Practices			
1. Do you have a set of clear and unambiguous employment policies in place? (Employee Handbook)			
2. Do you feel confident about responding to a request for flexible working?			
3. Are staff and managers aware of how to recognise and deal with bullying and harassment?			
Employee Relations			
1. Are you and your managers well equipped to handle an employee dispute, grievance or disciplinary situation?			
2. Are you and your managers well equipped to discuss difficult topics with employees? (E.G sickness absence, poor performance)			

Performance Management			
1. Do your employees have clear job responsibilities outlined to them?			
2. Do you have a process for objectively assessing the performance of your employees?			
3. Do you have a method to identify the skills gaps and development needs of your workforce?			
Recruitment & Retention			
1. How many employees have left your business of the last 2 years?			
2. Are you clear about why employees have left your business?			
3. Do you gain enough quality candidates through your recruitment methods?			
4. Are you and your managers trained in interviewing and selection techniques?			
Change and Reorganisation			
1. Are you aware of the employment law implications of handling a business re-organisation?			
2. Do you have strong policies in place to manage a downturn in the business?			
Reward			
1. Do you have a process for assessing and reviewing the salary and other rewards of your employees?			
2. Do your employees receive a statement of earnings? (Payslip)			
3. Do you meet legal requirements such as the National Minimum Wage and equal pay?			
Employee Communication & Engagement			
1. Do you conduct a regular employee engagement survey?			
2. Do you keep employees informed about business developments? (e.g. financial performance, forthcoming changes)			
3. Do you feel “in touch” with how your employees feel about working for your business?			

All information contained herein will be treated as confidential between Perfect Vision HR and the responder unless expressly agreed at future date.