

HR Infrastructure Checklist



This handy worksheet is for businesses to use to consider their current HR infrastructure. Businesses looking to expand their HR services, strategies or processes should consider the below areas, the checklist provides an example of a full HR provision. Not all areas covered below may be appropriate for your business at the current time. The below is more of a helpful checklist to help you consider what your current HR provision may need to expand into.

If your existing HR provider/manager needs support implementing any of the below, or if you have any questions, please contact Nockolds HR and we would be delighted to assist you.

ORGANISATIONAL STRUCTURE AND PEOPLE MANAGEMENT

- Company mission, vision and values
- Organisation chart
- Employee / line manager ratios
- Competency framework(s)
- Job descriptions and person specifications
- Internal communications strategy

HR DOCUMENTATION

- Essential HR policies - H&S, disciplinary, grievance, data privacy, whistleblowing
- Staff Handbook
- Contract of employment
- New starter forms - employee details, payroll details, HMRC form, diversity monitoring form, WTD opt out, health questionnaire
- Code of conduct / ethics

HR FUNCTIONS / PROCESSES

- Recruitment** – job advert template, recruitment policy, recruitment strategy, related policies including referral bonus, equal opportunities etc., background screening process / form
- Onboarding** – new starter documents, induction programme, induction policy, induction documents
- Probation** – policy, review form, confirmation letter
- Performance** – performance management / improvement policy, appraisal form, 121 form, company and departmental objectives
- Exit process** – exit interview questionnaire, resignation acceptance, exit related policies (leavers, redundancy, resignation)

PEOPLE METRICS, REPORTING AND KPIS

- HR Information Management system / reporting system
- Absence metrics
- Turnover metrics
- Employee relation statistics
- Engagement statistics
- Recruitment metrics
- Performance metrics

COMPLIANCE AND RISK

- Right to work in UK process / records
- Background screening process / forms / records
- Data privacy and GDPR process, policy and records
- Working Time Directive opt out process, forms and records

HR Infrastructure Checklist



- Health and safety poster, policy, risk assessments, consultant or internal expert
- Personnel records and storage policy
- Emergency procedures, first aiders and fire wardens, register list and business continuity policy

CULTURE, VALUES AND BEHAVIOURS

- Equality, diversity and inclusion statement and code of conduct
- Policies including diversity and inclusion, equal opportunities, harassment and bullying
- Escalation processes
- Regular reporting and strategy

HR SYSTEMS AND TECH

- HR system
- Application management software
- Performance management software
- E-learning software
- Team diary management
- Linked API systems e.g. expenses, payroll, finance, AMS, PMS

LEARNING, DEVELOPMENT AND PROGRESSION

- Training programmes
- Mandatory training
- Balanced scorecard
- Skills gap analysis
- 121 process
- Appraisal process
- Performance objectives
- Related reward e.g. performance related pay, bonus etc.

HR STRATEGY AND CULTURE

- HR and people strategy
- Workforce planning process
- Attraction** – recruitment strategy, employee value proposition
- Retention** – succession planning, employee value proposition, career development pathways
- Culture** – engagement strategy, employee motivators, wellbeing strategy, communications strategy, employee assistance programme
- Reward** – pay structure, reward strategy, benefits packages, intrinsic/extrinsic reward, pay review process