

Business Risk Checklist – Don't get Caught Out!

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
- Employers often make the mistake of asking the wrong questions and leads to discrimination claims

Your Business Check

- Are you up to date with the latest on employment conditions for new and existing staff? Do you know if you are compliant or maximising the changes? (i.e. 38 hour week clauses).
- 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 in an interview?
- Are you starting staff in the best way with good orientation processes in place?
- Do you have clear expectations for staff and well defined position descriptions?

Performance Management

- Do you know what impact Fair Work Australia will have on your business?
- Do you know the Unfair Dismissal Laws are reinstated for all businesses from 1st July 2009?
- 44% of staff employed for over a year have had change in their position responsibilities⁴
- 63% of businesses find counselling staff difficult⁵

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 that will protect you?
- Remember it is not always a 3 warning system. Are you clear on the do's and don'ts of termination?
- Are you clear on your Performance Management process? Is it consistent across your business?

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 place⁶
- Over 30% of businesses do not know if they comply with Legislation⁷
- Intellectual property management in Australia is inadequate and ad hoc⁸

Your Business Check

- Do you know if you have signed and up to date employment and sub contractor contracts on file?
- Are your contracts current? Are they structured to maximise the benefits from the change in legislation? Do you have an annual review of your standards/contracts?
- 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
- Independent contractor's information is often mismanaged and leads to unfair contracts.

Your Business Check

- Are your staff management and contractors processes efficient?
- Do you miss critical dates? i.e. probationary dates, performance reviews
- Is your information up to date and easy to find when you need it?
- Do you have a safety net if things go wrong i.e. Employee Services provider?

¹ ACCI - BRW – The discomfort of Strangers
² BRW – The discomfort of Strangers
³ Drake Personnel – BRW – The discomfort of strangers
⁴ ABS – Career Experience Australia 6254.0
⁵ ABS – Career Experience Australia 6254.0
⁶ Humanoz Market Research to 242 SMEs
⁷ Humanoz Market Research to 242 SMEs
⁸ BRW – Know How, No Way, David James
⁹ ACCI - BRW – The discomfort of Strangers
¹⁰ DSB – Coping with Compliance
¹¹ ABS – Career Experience Australia 6254.0

If employee management is getting on top of you and you want to bring order out of all the chaos, then contact HR2You today.

Affordable help is just a call away.

Phone: 03 9726 5094
 Mobile: 0409 254 893
 Email: enquiries@hr2you.com.au
 Web: www.hr2you.com.au