

## Employer's Health Check

Emma Hubbuck Associates offer a customised Employer's Health Check, targeting common employment "trouble-spots" to enable us to address your specific needs.

### **What are the benefits of conducting the health check?**

An employer's health check can bring benefits including: -

- Improving business performance
- Identifying key areas of risk
- Identifying and implementing policy and procedural improvements
- Assessing the effectiveness of communication
- Identifying areas of potential high cost e.g. employee recruitment, turnover & absence
- Prioritising strategic Human Resource planning

### **Introduction**

How many employees do you have? Full Time ..... Part Time .....

What type of business are you? .....

Where are you located? .....

### **Questions**

1. Do all of your employees have a written Statement of their Terms and Conditions?

Yes / No

2. Do you have an up-to-date employee handbook? Yes / No

3. Do you have a written Grievance and Disciplinary policy that complies with the ACAS Code of Practice? Yes / No

4. Do you issue your employees a statement of earnings (payslip)? Yes /No

5. Are all your employee(s) paid above the minimum wage? Yes / No

6. How much paid holiday do you give your employees? .....

Does this include Bank/Public holidays? Yes /No

7. How many employees have left the business in the past 12 months? .....

Do you complete and "exit" interview/form to gain feedback from the employee about their employment and reasons for leaving? Yes / No

8. Do you know the average percentage sickness absence level in the business? Yes / No

If yes, what is it? .....

9. Do you have an appraisal/ Performance Management system? Yes / No

10. Do your employees have clear objectives and can you easily assess their performance?

Yes / No

11. Does each of your employees have a current job description/position profile? Yes / No

12. Do you prepare a Person Specification before commencing recruitment? Yes / No

13. Have your interviewers been trained in competency and behavioural techniques?

Yes / No

14. On recruiting a new employee do you check and take a copy of any personal documents? E.g. passport, birth certificate, national insurance number to ensure they are authorised to work in the UK.

15. Do you implement your policies and practices consistently with all employees? Yes / No

16. Are you and your employees fully aware of your responsibilities regarding anti-discrimination regulations?

**Your Personal Details**

Name	Company Name
Job Title	
Tel	E-mail

**With a sound understanding of Employment Law and commercial awareness we provide professional, no-nonsense advice and support in employee management; adding value to businesses through a practical approach to HR issues.**

Please send your completed form to: - Emma Hubbuck Associates, 33 Smallmoor Chase, Walton, Street, Somerset, BA16 9LB

To arrange a no obligation visit, discuss a particular issue, or simply to find out more about how we can help you please contact: -

**Emma Hubbuck**

T. 078149 50476

E. [emma@peopleaddvalue.com](mailto:emma@peopleaddvalue.com)

All answers will be treated in the strictest confidence.