

Self-Assessment Guide

By completing the guide periodically, you will see where your organization is making progress and where work still needs to be completed.

The following guide provides a quick assessment of your organization's HR management practices and can help identify where your organization may wish to focus its efforts in achieving the Standards. The self-assessment guide can also serve as a tool to benchmark the progress your organization is making in achieving standards – by completing the guide periodically, you will see where your organization is making progress and where work still needs to be completed.

Directions:

1. **Read** through the standards, including the second column (Standard Details).
2. **Assess** if your organization's current HR management practices (4) Fully Meets; (3) Needs Works; or (2) Does not Meet the standard. **Circle** the appropriate number.
3. **Circle** (1) Don't Know if you do not have enough information to assess what your organization's human resource management practices are.

Interpretation of results

It is not possible to provide customized solutions for every organization on how to approach addressing gaps to achieve standards – the following are suggestions:

After you have completed the assessment, review your responses –

- a. **Identify** which standards were circled (1) Don't Know – you will need to investigate further to determine what your organization is doing towards achieving these standards.
- b. **Identify** which standards were circled (2) Does not Meet – developing a plan to address these standards should be a priority.
- c. **Identify** which standards were circled (3) Needs Work – these gaps will need to be addressed, however if your organization has some processes/practices that meet the standards it may not be an urgent priority.

HR MANAGEMENT STANDARDS	Circle the rating that best describes how your organization's current HR management practices meet the Standards			
	Don't Know	Does Not Meet	Needs Work	Fully Meets
1. HR MANAGEMENT POLICY FRAMEWORK AND EMPLOYMENT LEGISLATION				
1.1 HR management policies are formalized, documented and approved by the appropriate authority.	1	2	3	4
1.2 HR management policies comply with employment, workplace health and safety, and other related legislation as applicable in the jurisdiction in which the organization operates.	1	2	3	4
1.3 HR management policies are reviewed on a regular basis and revised, if necessary.	1	2	3	4
2. GETTING THE RIGHT PEOPLE				
2.1 An approved job description is completed for all positions.	1	2	3	4
2.2 Recruitment is through an objective, consistent process.	1	2	3	4
2.3 Criteria used to select the appropriate individual are established and documented.	1	2	3	4
2.4 All individuals external to the organization who are offered a position sign a letter of employment that outlines the working relationship between the individual and the organization.	1	2	3	4
2.5 All new employees are oriented to the position and to the organization.	1	2	3	4
2.6 Plans are documented to address any potential key employee turnover so that the organization's clients and public continue to receive programs and services.	1	2	3	4
3. MANAGING PEOPLE AND THEIR WORK				
3.1 Managers and supervisors with the responsibility for managing the efforts of others are provided with appropriate learning opportunities to develop their supervisory skills.	1	2	3	4
3.2 All employees have a workplan and performance objectives that identify the tasks/activities and expected results for future performance.	1	2	3	4
3.3 The performance of each employee is fairly assessed, at least annually, at the end of the work plan or performance period.	1	2	3	4
3.4 The organization's performance management processes include the potential for coaching employees in order to address performance issues/concerns.	1	2	3	4
3.5 The organization provides competitive compensation to employees.	1	2	3	4

HR MANAGEMENT STANDARDS	Circle the rating that best describes how your organization's current HR management practices meet the Standards			
	Don't Know	Does Not Meet	Needs Work	Fully Meets
4. WORKPLACES THAT WORK				
4.1 The organization is committed to providing a safe work environment.	1	2	3	4
4.2 The organization is committed to supporting employee work/life balance.	1	2	3	4
4.3 The organization ensures a work environment free of harassment.	1	2	3	4
4.4. The organization is committed to promoting an inclusive workplace.	1	2	3	4
4.5. The organization has established procedures and informed employees with regard to how to resolve conflicts within the organization.	1	2	3	4
5. TRAINING, LEARNING AND DEVELOPMENT				
5.1 Every employee's training and development needs are reviewed at least annually and plans established to address any gaps.	1	2	3	4
5.2 During the development of the annual budget, consideration is given to including appropriate resources to fund employee training and development..	1	2	3	4
6. HR PLANNING				
6.1 The organization has a process to review staffing needs resulting in a plan to address those needs.	1	2	3	4
6.2 Critical positions in the organization are identified and succession plans are established to address any potential gaps.	1	2	3	4