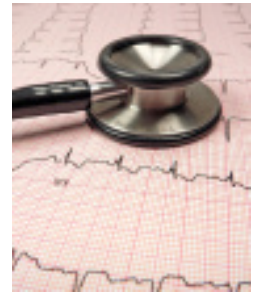


Name: .....

Position: .....

Company: .....

Location: .....



*Let's think about how your business complies with PS164 and Employment Law.....*

<i>In our business we have .....</i>	Circle as applicable	Optional Info <i>Tell us if you want to!</i>
Number of Employees: .....		
Implemented any part of the updated Steadfast Human Resources Materials.	Yes No	Why not?
Up to date Organisational Chart	Yes No	Last updated on:
Up to date Position Descriptions for all roles.	Yes Some None	Why not?
<b>Implemented these HR processes:</b> <ul style="list-style-type: none"> <li>• A structured induction programme for new employees</li> <li>• Use of performance measures/KPI's in performance appraisals</li> <li>• Harassment, discrimination and bullying prevention policies</li> <li>• Occupational health and safety policies and procedures</li> </ul>	Yes No Yes No Yes No Yes No	Why not?
<b>These Policies and Procedures:</b> <ul style="list-style-type: none"> <li>• Performance Management programme</li> <li>• Training plans</li> <li>• Termination processes</li> <li>• Email and Internet policies</li> </ul>	Yes No Yes No Yes No Yes No	Last updated on:
Are you aware of how WorkChoices impacts upon your business?	Yes No	
Is your business operating under the Industrial Award System?	Yes No	If yes, which award?



*I rate our HR Management processes as follows:*

- We're perfect - no need for improvement.
- We could use some assistance in a few areas .....
- Send help immediately!