

How to Identify the HR Processes you Actually Need in a Small Business or Startup?

About This Tool

The employee lifecycle covers the stages an employee experiences during their time with a company, from when they are recruited until they leave.

Managing each stage effectively creates a positive employee experience, supporting long-term success for both the employee and your business.

Our model of HR delivery focuses on the key "events" at each employee lifecycle "stage" which we see have the biggest impact on employee engagement and culture, in smaller businesses.

While a fully developed HR department isn't needed from day one, having basic components in place across the most important "events" in your employee lifecycle will make managing your team smoother, reinforce your culture and support future growth.

Before You Apply the Tool

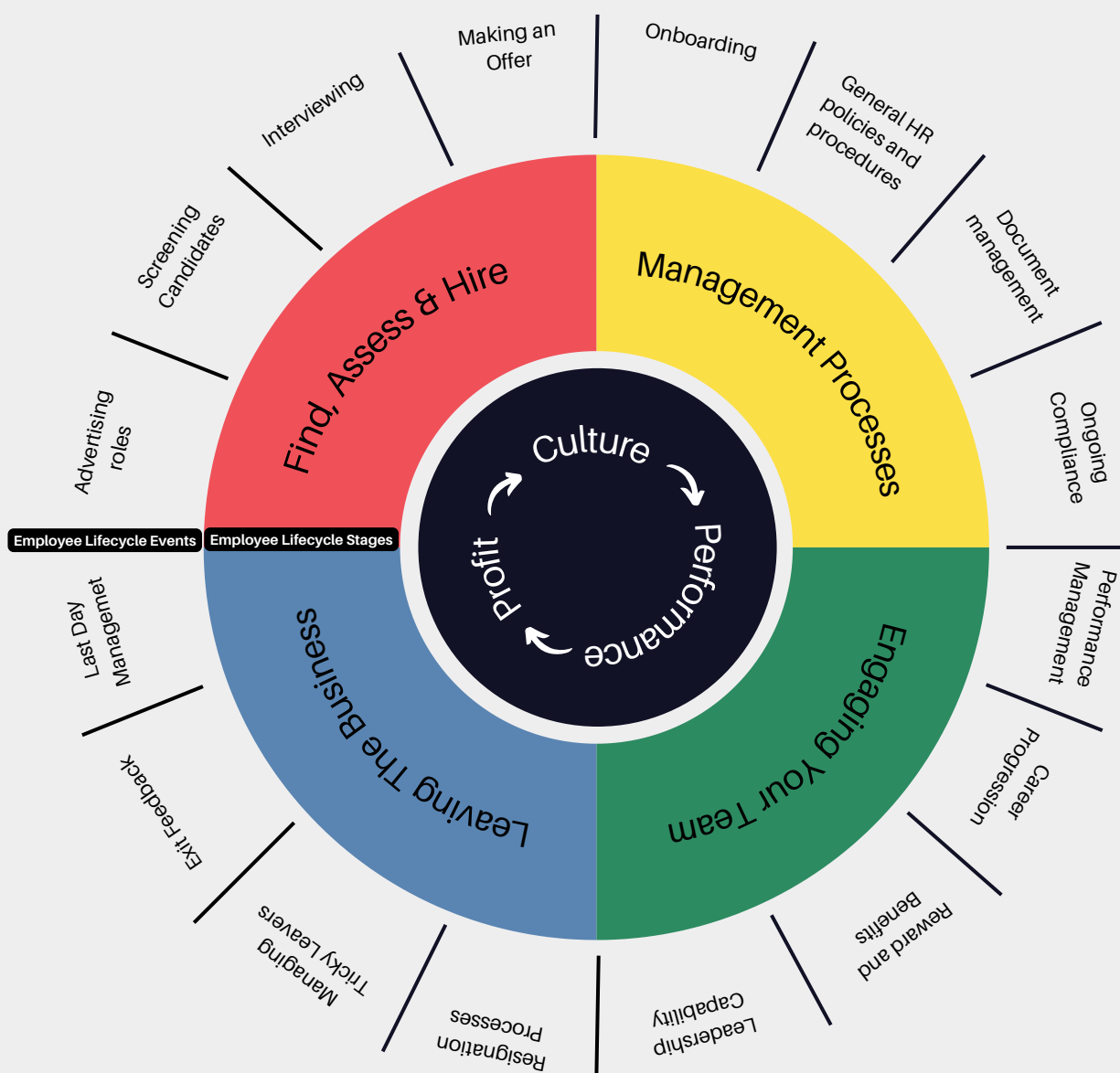
Every business is different, so before you complete the exercise on page 2, you need to position our tool in the context of your business.

Take a few minutes and think about:

- Your business plans and budget for the next 12-24 months
- The current team and any reflections you have on the things that are going well and the things that aren't
- What internal resource you have available to either do some project work in setting up your HR processes and running anything ongoing

Now starting with the "Find, Assess and Hire" stage of the employee lifecycle read each of the events and consider them in the context of your business. Once you have done that turn to page 2.

Employee Lifecycle Tool



Now You're Ready to Uncover the HR Processes Your Business REALLY Needs.....

Step 1: Populate the tables below using this scoring system:

- 4 - There is nothing in place
- 3- Its still a work in progress
- 2 - We have something but its not standard practice
- 1 - We have this and everyone is aware of it
- 0 - This isn't applicable to me

Step 2: Calculate your total Score and add it to the tables

Step 3: Highlight your employee lifecycle stages with the highest scores and use the indicators to develop the actions needed to improve your scores. You can add these to the Action Plan on page 3

For example, if you score 12 in "Engaging your team" you might consider implementing a performance management or career progression framework, if those are the indicators you have the highest score for.

Find, Assess and Hire	Indicator	Score	Total Score
	You have a system to advertise vacant roles		
	You have a written job description to shortlist candidates against		
	You have a standard format for interviewing		
	You have legally compliant documents to use when offering a job		

Management Processes	Indicator	Score	Total Score
	You have a standard new team member onboarding and induction process		
	You have a written and up to date disciplinary and grievance process		
	You have a framework for managing compliance (regulated businesses only)		
	You have a electronic system and process to support team document management		

Engaging Your Team	Indicator	Score	Total Score
	You have a process to set goals aligned to the business and development needs		
	You have a framework to describe how careers can develop in your business		
	You have a reward package which reflects the culture and is valued by your team		
	You are confident your managers lead in a way that aligns with company values		

Leaving the Business	Indicator	Score	Total Score
	Your leaver process feeds back into your Find, Hire and Asses activities		
	You have the processes and contract terms to handle difficult or bad leavers		
	You have a way to capture feedback from leavers		
	You have the tools and skills to handle change that may result in leavers		

The Action Plan For Your Business

Priority	Action	How/Who	By When
1			
2			
3			
4			

**Need some help
implementing your
action plan?**

We offer support on an
adhoc, project or
retained basis.

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