

HR Action Points for Established Businesses

Ten HR related tips to think about for your established business



1. **Employment Contract.** Do your employment contracts protect your business, e.g. Intellectual Property, confidentiality, conflicts of interest?
2. **Employee relations.** Are there 'issues' in your business you are avoiding dealing with? Are you tackling any problems quickly and efficiently?
3. **Pre-employment screening.** Are you undertaking the appropriate level of checks on all of your new employees?
4. **Policies and Procedures.** Are all of your employment policies up to date? What about newer issues, such as policies on social media?
5. **HR admin.** Are you complying with necessary legislation e.g. right to work in the UK? Are your admin processes efficient and absolutely necessary?
6. **Employee Benefits.** Are your employee benefits being properly administered? Do your employees realise the value of the benefits?
7. **Hiring.** How effective has your hiring been? Have you made hiring decisions you regret in hindsight? What went wrong with the process?
8. **Onboarding.** How quickly are your new employees effective? Can you shorten this time at all to improve productivity? How would you do this?
9. **Objectives.** Is your annual performance review a tick box exercise or does it tie in to your company objectives? Does the review improve performance?
10. **Compensation.** Is your compensation structure tied to performance against objectives? Is the strategy achieving retention and motivation of employees?

FeMan Consulting can help with HR for your new business. Contact Mike Clyne on **+44 (0)1732 832000** or email **mike@femanconsulting.co.uk** for an introductory call.

www.financialhr.co.uk

