



HR BEST PRACTICES CHECKLIST

RETENTION AND RECOGNITION CHECKLIST

Does your organization....

	<u>Timeline</u>	<u>Comments</u>
<input type="checkbox"/> Have a formal performance program which encourages regular conversation and constructive feedback to employees at all levels? <ul style="list-style-type: none"> ➤ <i>Utilize the Core Competencies developed by the Developmental Services Human Resource Strategy (DSHRS)?</i> <ul style="list-style-type: none"> • <i>Have employees been trained on the Core Competencies?</i> • <i>Have managers and supervisors been trained on the Core Competencies?</i> <input type="checkbox"/> <i>Provide training to all management employees on how to complete and present a performance appraisal?</i> <input type="checkbox"/> <i>Evaluate the performance program for its effectiveness?</i> 		
<input type="checkbox"/> Offer competitive total rewards? <ul style="list-style-type: none"> ➤ <i>Communicate your organization's total rewards to all employees?</i> <ul style="list-style-type: none"> • <i>Are total rewards valued by employees? Is this evaluated?</i> • <i>Investigate new opportunities for enhanced total rewards?</i> <ul style="list-style-type: none"> ○ <i>Employee/Family Assistance plans?</i> ○ <i>Work related incentives and perks?</i> 		

Timeline

Comments

Have an Employee Recognition program in place?

- *Does management recognize and reward employees who consistently exemplify qualities that lead to organizational success?*
 - *Does your organization use the DSHRS Core Competencies model?*
- *Is the program valued by employees? Do you evaluate it?*
- *Do supervisors/management recognize employees for individual contributions?*
 - *Have specific methods for providing this individual recognition?*
- *Is focus on smaller, more immediate recognition (e.g., verbal praise/appreciation)?*
- *Is the Employee Recognition program evaluated on a regular basis?*

Deploy employees effectively?

- *Have a formal on-boarding process for new employees?*
- *Provide employees with opportunities for career development?*
- *Purposely match employees and people supported to enhance quality support?*
- *Provide employees with set schedules and predictable hours?*
- *Review and assess the effectiveness of full-time and part-time positions to maximize quality of supports and employees' preferences?*
- *Promote work/life balance?*

Communicate timely and on a regular basis to all employees utilizing a variety of methods?

- *Using an on-line discussion forum?*
- *Video and teleconferencing?*
- *Email?*
- *Letters/memorandums?*
- *Face to Face communication?*

	<u>Timeline</u>	<u>Comments</u>
<input type="checkbox"/> Provide social/recreational opportunities that are valued by all employees?		
<input type="checkbox"/> Involve employees in decision making and solicit feedback? <ul style="list-style-type: none"> ➤ <i>Can all employees articulate the vision, mission, values and goals/objectives of the organization?</i> <ul style="list-style-type: none"> • <i>Understand how they “fit” into the organizational team?</i> • <i>Know what is expected of them?</i> <ul style="list-style-type: none"> ○ <i>Have job descriptions? Are they current? Last reviewed/revised?</i> ➤ <i>Do all employees attend regular team meetings?</i> ➤ <i>Does your organization coach and develop employees who are deficient in driving organizational culture?</i> ➤ <i>Do employees have opportunities to be part of organizational committees?</i> ➤ <i>Do employees feel comfortable to bring critical issues to the attention of management?</i> 		
<input type="checkbox"/> Have a formal organizational succession plan for all positions? <ul style="list-style-type: none"> ➤ <i>Are current and future leaders being assessed for specific positions?</i> ➤ <i>Are development opportunities provided for all employees?</i> ➤ <i>Is the effectiveness of the succession plan evaluated?</i> 		

Timeline

Comments

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| <p><input type="checkbox"/> Consider flexible retirement options for critical workforce segments?</p> <ul style="list-style-type: none">➤ <i>Has a strategy been developed for delayed or phased in retirement opportunities?</i> | | |
| <p><input type="checkbox"/> Develop alternative career paths for employees?</p> <ul style="list-style-type: none">➤ <i>Have management employees been trained on “Coaching for Competencies” to develop career paths for employees?</i><ul style="list-style-type: none">• <i>The DSHRS Core Competencies clearly identifies specific careers in the sector and the associated core competencies.</i> | | |
| <p><input type="checkbox"/> Measure employee engagement and implement changes based on results?</p> <ul style="list-style-type: none">➤ <i>Are employee engagement surveys conducted on a regular basis?</i><ul style="list-style-type: none">• <i>Are the results of the survey communicated to the organization?</i>• <i>Is an action plan developed based on the results?</i>• <i>Is an implementation plan developed and communicated based on employee input?</i>➤ <i>Are benchmark standards developed?</i><ul style="list-style-type: none">• <i>Have statistics, outlined in the document: <u>“Human Resource Metrics: Using workforce information to enhance organizational effectiveness and improve the outcomes for the people we support”</u> as developed by the DSHRS, been collected and analyzed?</i> | | |