



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> 		

	<u>Timeline</u>	<u>Comments</u>
<input type="checkbox"/> Have an Employee Recognition program in place? <ul style="list-style-type: none"> ➤ <i>Does management recognize and reward employees who consistently exemplify qualities that lead to organizational success?</i> <ul style="list-style-type: none"> • <i>Does your organization use the DSHRS Core Competencies model?</i> ➤ <i>Is the program valued by employees? Do you evaluate it?</i> ➤ <i>Do supervisors/management recognize employees for individual contributions?</i> <ul style="list-style-type: none"> • <i>Have specific methods for providing this individual recognition?</i> ➤ <i>Is focus on smaller, more immediate recognition (e.g., verbal praise/appreciation)?</i> ➤ <i>Is the Employee Recognition program evaluated on a regular basis?</i> 		
<input type="checkbox"/> Deploy employees effectively? <ul style="list-style-type: none"> ➤ <i>Have a formal on-boarding process for new employees?</i> ➤ <i>Provide employees with opportunities for career development?</i> ➤ <i>Purposely match employees and people supported to enhance quality support?</i> ➤ <i>Provide employees with set schedules and predictable hours?</i> ➤ <i>Review and assess the effectiveness of full-time and part-time positions to maximize quality of supports and employees' preferences?</i> ➤ <i>Promote work/life balance?</i> 		
<input type="checkbox"/> Communicate timely and on a regular basis to all employees utilizing a variety of methods? <ul style="list-style-type: none"> ➤ <i>Using an on-line discussion forum?</i> ➤ <i>Video and teleconferencing?</i> ➤ <i>Email?</i> ➤ <i>Letters/memorandums?</i> ➤ <i>Face to Face communication?</i> 		

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<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> 		

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<input type="checkbox"/> Consider flexible retirement options for critical workforce segments? <ul style="list-style-type: none"> ➤ <i>Has a strategy been developed for delayed or phased in retirement opportunities?</i> 		
<input type="checkbox"/> Develop alternative career paths for employees? <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> 		
<input type="checkbox"/> Measure employee engagement and implement changes based on results? <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> 		