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# **Business HR Effectiveness Report**

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# Business HR Effectiveness Report

This Business Human Resources Effectiveness Report provides insights into 10 core HR functions and identifies strengths and areas for improvement.

Leveraging data-driven analysis, it informs better decision-making and policy adjustments. Understanding HR effectiveness enhances operational efficiency and fosters a positive work environment, leading to increased employee satisfaction and productivity.

The goal is to use this information to identify key areas of focus that aligns HR practices with business objectives, supporting company growth and competitive edge.

The 10 key HR areas of focus are below. Your 3 identified areas of focus are highlighted.

1.	Compliance and Legal Requirements	
2.	Recruitment and Onboarding	
3.	Employment Contracts	
4.	Employee Relations and Conflict Resolution	
5.	Employee Wellbeing and Psychosocial Hazards	
6.	Training and Employee Development	
7.	Performance Management	
8.	Remuneration and Benefits	
9.	Leadership and Key Person Succession	
10.	HR Information Storage and Systemisation	

**Business HR Effectiveness Score:**

**/100**



## 1. Compliance and Legal Requirements

How confident are you that your workplace policies and practices comply with the Fair Work Act and the National Employment Standards (NES) in Australia / Employment Relations Act in New Zealand?

1 = Not effective, 10 = Very effective

1 2 3 4 5 6 7 8 9 10

Things to consider that may help improve your score in the future:

- How often do you review and update your policies to ensure ongoing legal compliance?
- What steps can you take to increase your confidence level (if less than 10) in meeting all legal requirements?

## 2. Recruitment and Onboarding

How effective is your recruitment and onboarding process in attracting and integrating new employees?

1 = Not effective, 10 = Very effective

1 2 3 4 5 6 7 8 9 10

Things to consider that may help improve your score in the future:

- How well does your onboarding process integrate new employees into the company culture and expectations?
- What improvements can be made to enhance the overall experience for new hires during their first 90 days?



### 3. Employment Contracts

How well do you manage and maintain accurate and up-to-date employee contracts and documentation?

1 = Not effective, 10 = Very effective

1 2 3 4 5 6 7 8 9 10

Things to consider that may help improve your score in the future:

- How frequently do you review contracts to ensure they reflect current employment terms and legal standards?
- What systems can be implemented to ensure timely and accurate updates to all employee documentation?

### 4. Employee Relations and Conflict Resolution

How effective are your procedures for addressing employee grievances, conflicts, and disciplinary issues?

1 = Not effective, 10 = Very effective

1 2 3 4 5 6 7 8 9 10

Things to consider that may help improve your score in the future:

- How transparent and fair do you believe your grievance-handling processes are from an employee perspective?
- What strategies can you implement to prevent conflicts and grievances before they escalate?



## 5. Employee Wellbeing and Psychosocial Hazards

How proactive are you in addressing employee wellbeing and managing psychosocial hazards in the workplace?

1 = Not effective, 10 = Very effective

1 2 3 4 5 6 7 8 9 10

Things to consider that may help improve your score in the future:

- What steps have you taken to identify and mitigate psychosocial hazards, and are these efforts proactive enough?
- What additional resources or initiatives could support the mental health and wellbeing of your workforce?

## 6. Training and Employee Development

How well do you assess and meet the training and development needs of your employees?

1 = Not effective, 10 = Very effective

1 2 3 4 5 6 7 8 9 10

Things to consider that may help improve your score in the future:

- How can you better align your employees' development goals with the organisation's objectives?
- What opportunities exist for providing more targeted or advanced training to employees at different levels?



## 7. Performance Management

How effective is your performance management system in evaluating and improving employee performance?

1 = Not effective, 10 = Very effective

1 2 3 4 5 6 7 8 9 10

Things to consider that may help improve your score in the future:

- In what ways can your current system better support employee development and career progression?
- What tools or practices could improve feedback quality and frequency in your performance reviews?

## 8. Remuneration and Benefits

How competitive and fair are your remuneration packages and additional benefits?

1 = Not effective, 10 = Very effective

1 2 3 4 5 6 7 8 9 10

Things to consider that may help improve your score in the future:

- What additional benefits could you offer to increase employee satisfaction and retention?
- Are there any gaps in how compensation and benefits are communicated or administered?



## 9. Leadership and Key Person Succession

How strong is your leadership team, and how well-prepared are you for leadership and key person succession (including technical / high skilled employees)?

1 = Not effective, 10 = Very effective

1 2 3 4 5 6 7 8 9 10

Things to consider that may help improve your score in the future:

- What steps are in place to develop potential leaders and ensure a smooth transition during succession?
- How can you improve succession planning to prevent leadership gaps in critical roles?

## 10. HR Information Storage and Systemisation

How efficiently do you store and systemise HR information, ensuring easy access and data security?

1 = Not effective, 10 = Very effective

1 2 3 4 5 6 7 8 9 10

Things to consider that may help improve your score in the future:

- Are there any inefficiencies in how you store and retrieve HR information, and how could this be streamlined?
- What systems or technologies could improve the organisation and security of HR data in the long term?





## People Strategy

Through add-ons and bespoke projects, ranging from performance management, incentivisation and employee wellbeing to succession planning, KPIs and culture development, consider us a trusted go-to for the kind of strategic HR activities and approaches an organisation needs to integrate as it matures, evolves and grows.

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## Outsourced HR

We partner with you to offer operational management support and employee access to exactly the right collection of tools, advice, processes and training, when and where they need them, including dedicated support in areas such as recruitment and onboarding, leadership, cost optimisation, employee retention, grievances, and digital systems.

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## Leadership Impact

Building leadership capability is ready to become a priority once tactical HR practices are well established, which is why we offer senior level coaching, consultative planning programs, and insight protocols such as **DISC**, to enable leaders to confidently and consistently mobilise new levels of solo and group achievement.

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## People Advisory

We offer curated and collaborative People Advisory services, including position description development, performance metric setting and management, payroll review, HR document essentials and policy assistance, plus Fair Work representation.

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## HR/IR Compliance

Our HR/IR compliance services span award compliance, HR practice health checks, tailored contract and documentation development, and employee relations including discipline and dismissal, all with highly experienced and readily available personalised support.

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## People Projects

Our bespoke People Projects cover areas such as workplace investigations, preparation of tailored HR documents including contracts, handbooks and letters, and employer toolkit bundles boasting templates, policies and targeted advice.

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