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| **Must Have** | |
| Was every member of staff recruited using a job description that is truly reflective of the responsibilities of their role? |  |
| Does everyone have a current job description? |  |
| Does everyone have some form of induction into the organisation to explain ‘how we do things around here?’ |  |
| Does everyone know what their work responsibilities are?  Are they written down? |  |
| Does everyone know where your organisational policies are stored? Can they access them easily if they have a question? |  |
| Are your policies regularly updated, giving staff the chance to feed in suggestions and make requests for change? |  |
| Does everyone have performance objectives? |  |
| Does everyone have training objectives? |  |
| Can everyone cover at least one other person’s role in the event of their absence? |  |
| Is the annual completion of performance reviews signed off by a senior team member? Is non-completion challenged? |  |
| Does everyone know who their Line Manager is and who to escalate to in that person’s absence? |  |
| Does every Line Manager hold regular one to one meetings with each team member, at least once a month? |  |
| Does every team have regular team meetings, at least once a month? |  |
| Are regular performance reviews held, at least six monthly? |  |
| Is high achievement recognised and rewarded? |  |
| Is under- performance challenged, with areas for development identified and supported? |  |
| Does everyone know the organisation’s strategic plan for the next 12 months and understand their role in making it a success? |  |
| Is there a mechanism for staff to make suggestions for change? |  |

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| **Nice To Do** | |
| Do you have organisational values which are regularly talked about and reinforced? Do you live and breathe them? |  |
| Do you have a regular meeting to tell people how things are going organisationally, or a way of regularly communicating that to your workforce, such as with a newsletter or blog? |  |
| Do staff have opportunities to talk to senior staff? |  |
| Do you have a system for Line Managers to recognise great performance? |  |
| Do you have a staff development group, for people to discuss personal and organisational development opportunities? |  |
| Do you run staff engagement, health and wellbeing initiatives?  Examples might include:   * Bake Off challenge * Supporting charity events such as the Macmillan Coffee Morning * Having a running club, football or rounders team * Encouraging people to walk at lunchtime and have walking meetings * Inter-team exercise/activity challenge * Lunchtime self development sessions (run by staff with an interest in self development) |  |
| Do staff have access to regular social events, either with their team or the wider organisation? |  |