Organisational Resilience and Staff Engagement Checklist

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?	

Nice To Have	
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?	