

## Intro

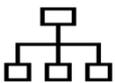
Your team is one of your most valuable resources. Good HR systems can make your most competent, promising, and loyal staff stay and work enthusiastically. But if your system is not working or lacks pieces, your best staff may feel HR management is too subjective (which diminishes a sense of security) or that they cannot personally develop and grow. Regardless of how much of the system you make widely known, at least you need to be clear on all the pieces and processes are.

— Albert

## HR System Components



## Focusing Questions



- Are you clear about how your organization is structured?
- Where are you in the structure?
- Are staff members clear about the organizational structure?



- Does every position (including yours) have a handbook?
- Does the handbook include all the information that needs to be in it?
- How often are they updated?



- From the time a job posting is issued does every step in the hiring process make full use of chances to convey the organization's Purpose, Core Values, and Vision to candidates?



- Does every position (including yours) do work evaluations?
- Does the evaluation standard/criteria list give staff opportunity and inspiration for personal growth?
- Does your staff have the ability to self-evaluate?



- What kinds of rewards is your staff most interested in?
- Does the rewards system provide reasonable and motivating rewards for your staff?
- Does the rewards system encourage the behaviors you want to encourage?



- Is all information (staff records, daily clocking-in, payroll, internal notices, etc.) in an excellent electronic systems?
- If the person in charge of those systems suddenly had to leave the company, would a smooth transition to a new system manager happen?