

HR Essentials Checklist

Stand out from the crowd by not only doing business well, but by being compliant and people-first. Does your business have compliance and best practices in place when it comes to your HR obligations?

Review these questions to see if you have the appropriate documents in place to support your business, your people, and most importantly, your employer obligations.

	Yes /	No
Do you provide the Fair Work Information statement to all employees?	<input type="checkbox"/>	<input type="checkbox"/>
Are you aware of the appropriate Modern Award your employees come under?	<input type="checkbox"/>	<input type="checkbox"/>
Are you confident that underpayment doesn't occur in your business?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have up-to-date employment contracts in place?	<input type="checkbox"/>	<input type="checkbox"/>
Are your position descriptions accurate and updated?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an Employee Handbook?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a structured and consistent on-boarding process?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a probation review process for new employees?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a value-add performance review process in place?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered NO to any of the questions, it's time to be people-first and compliant. Get in touch with Now Actually and we can custom design the appropriate structure and documentation to support your employer obligations!

If you answered YES to any of the above but haven't reviewed them in past 2 years, reach out to Now Actually to ensure your documents and processes are still compliant and best practice.

Our team can help update and create essential HR documentation tailor-made for your business.

[**Contact Us**](#)

