



# HR DEPARTMENT OPPORTUNITY SURVEY

Use this document to determine the status of your HR department and opportunity for improvement. First weigh the value of the concern on a scale from 1-5 (5 high importance), then multiply it by the score (1-5) you gave it with 1 meaning you are doing it well. When completed, add up your grand total. So for example, if hiring is important (say a "4") and you are not doing it well (say a "4"), your total score is 16. If your referral program is not important (say a "1") and you are not doing it at all (say a "5"), then your total is 5. This means your hiring process takes higher priority over your employee referral program.

	Value	x	Score	=	Subtotal
1. Quality of your job descriptions:	_____		_____	=	_____
Opportunity for improvement:	_____				
_____					
2. Your ability to attract new employees:	_____	x	_____	=	_____
Opportunity for improvement:	_____				
_____					
3. Employee referral program:	_____	x	_____	=	_____
Opportunity for improvement:	_____				
_____					
4. Quality of your hiring process:	_____	x	_____	=	_____
Opportunity for improvement:	_____				
_____					
5. Quality of your orientation program:	_____	x	_____	=	_____
Opportunity for improvement:	_____				
_____					
6. Your career-mapping initiatives:	_____	x	_____	=	_____
Opportunity for improvement:	_____				
_____					
7. Leadership and management training:	_____	x	_____	=	_____
Opportunity for improvement:	_____				
_____					

- |       |   | Value | x | Score | = | Subtotal |
|-------|---|-------|---|-------|---|----------|
| 8.    | Innovation and best practices development:                  |       |   |       |   |          |
|       | Opportunity for improvement:                                |       |   |       |   |          |
| <hr/> |   |       |   |       |   |          |
| 9.    | Performance management:                                     |       | x |       |   |          |
|       | Opportunity for improvement:                                |       |   |       |   |          |
| <hr/> |   |       |   |       |   |          |
| 10.   | Employee retention:   |       | x |       |   |          |
|       | Opportunity for improvement:                                |       |   |       |   |          |
| <hr/> |   |       |   |       |   |          |
| 11.   | Recognition and reward programs:                            |       | x |       |   |          |
|       | Opportunity for improvement:                                |       |   |       |   |          |
| <hr/> |   |       |   |       |   |          |
| 12.   | Internal branding:  |       | x |       |   |          |
|       | Opportunity for improvement:                                |       |   |       |   |          |
| <hr/> |   |       |   |       |   |          |
| 13.   | Employee handbook:  |       | x |       |   |          |
|       | Opportunity for improvement:                                |       |   |       |   |          |
| <hr/> |   |       |   |       |   |          |
| 14.   | Compliance training (sexual harassment and discrimination): |       | x |       |   |          |
|       | Opportunity for improvement:                                |       |   |       |   |          |
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| 15.   | Leave management (Work Comp, FMLA, ADA, etc.):              |       | x |       |   |          |
|       | Opportunity for improvement:                                |       |   |       |   |          |
| <hr/> |   |       |   |       |   |          |

	Value	x	Score	=	Subtotal
16. Wage and hour compliance:	_____		_____	=	_____
Opportunity for improvement:			_____		
<hr/>					
17. Internet and e-mail policy and monitoring:	_____	x	_____	=	_____
Opportunity for improvement:			_____		
<hr/>					
18. Quality of personnel records management:	_____	x	_____	=	_____
Opportunity for improvement:			_____		
<hr/>					
19. Discipline and termination process:	_____	x	_____	=	_____
Opportunity for improvement:			_____		
<hr/>					
20. Protection of proprietary information:	_____	x	_____	=	_____
Opportunity for improvement:			_____		
<hr/>					
21. Disaster planning for inclement weather and other shut downs:	_____	x	_____	=	_____
Opportunity for improvement:			_____		
<hr/>					
22. Financial education:	_____	x	_____	=	_____
Opportunity for improvement:			_____		
<hr/>					
23. Compensation planning:	_____	x	_____	=	_____
Opportunity for improvement:			_____		
<hr/>					

	Value	x	Score	=	Subtotal
24. Healthcare costs management and wellness education:	_____		_____	=	_____
Opportunity for improvement:	_____				
_____					
25. Employee surveys and focus groups:	_____		x _____	=	_____
Opportunity for improvement:	_____				
_____					
26. Branding of your company culture:	_____		x _____	=	_____
Opportunity for improvement:	_____				
_____					
27. Utilization of an HRIS system:	_____		x _____	=	_____
Opportunity for improvement:	_____				
_____					

**Additional Opportunities:**

28. _____:	_____		x _____	=	_____
Opportunity for improvement:	_____				
_____					
29. _____:	_____		x _____	=	_____
Opportunity for improvement:	_____				
_____					
30. _____:	_____		x _____	=	_____
Opportunity for improvement:	_____				
_____					

Grand Total:

This total represents a benchmark for your HR department. We suggest you focus on the most important objectives with the greatest room for improvement first. Circle the three most important ones first and commit to getting them done one month at a time.