

## 2017 HR Ten Point Tune-up

By Aaron Phillips and Abby Lechner

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The New Year will be upon us soon and 2017 will offer new opportunities to continuously improve your department and your organization. Here is a list of 10 items to address as we approach 2017:

1. **Review job descriptions for accuracy**  
It is very common for duties and responsibilities to change and evolve over the course of the year. Correct and accurate job descriptions are important to ensure our employees understand their duties and responsibilities.
2. **Establish corporate goals for 2017**  
What are your targets for 2017? Establishing goals and business objectives and communicating these with your staff are critical for alignment at all levels of your company.
3. **Evaluate your Employee Handbook**  
Did any issues arise over the course of the year that need to be addressed with the handbook? Are there any policies that need added or revised?
4. **Conduct an employee satisfaction survey**  
Have you ever wondered what your employees think about your company? Ask them! Conduct an employee survey and when you get the results take action. Address the concerns and build a strong, engaged employee group.
5. **Evaluate Staffing**  
Are there pending retirements within your staff? Evaluate the staffing in your critical positions. Do you have potential disciplinary issues that would lead to a change in your staffing?
6. **Conduct departmental audits**  
What is the critical paperwork or reports that need to be maintained in your departments? Human Resources, Quality and Finance are examples of departments that maintain vital records. Conduct a spot audit to ensure you are maintaining the appropriate paperwork.
7. **Evaluate staff compensation**  
Benchmarking your compensation with others in your local area and your industry is an important exercise. Conducting this evaluation on an annual basis is essential to ensure your wages are competitive.
8. **Conduct benefits evaluation**  
Many companies have just renewed their health insurance and you feel as you have gone through the wringer. But offering a competitive benefits package is critical for retaining and attracting top talent. Do you offer a complete benefits package? This is a great time to evaluate the benefits you offer to your employees.

9. Evaluate your employee engagement programs

Has your employee of the month program lost its shine? What else can you do to recognize your employees? Do you recognize employee birthdays and their service? Do you have employee events scheduled throughout the year: company picnic, Thanksgiving lunch, Christmas party?

10. Conduct performance appraisals

Does your company conduct annual performance evaluations? At a minimum it is important to provide feedback to your staff and many companies conduct evaluations in the first quarter. Ask your managers to begin preparing for the upcoming appraisals.

Do you have any questions about the items on this list? Contact Abigail Lechner at 814-528-9408 or Aaron Phillips at 814-528-9405.