

## **People Practices Audit**

Please circle your opinion of where your organization ranks on each item using the rating scale below:

- 1 Strongly Disagree
- 2 Disagree
- 3 Neutral
- 4 Agree
- 5 Strongly Agree

▪ Our organization has a vision and mission in place and is clearly communicated and understood by all stakeholders.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
▪ The Human Resources function is fully represented and seen as a key player at the corporate management team table.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
▪ There is a succession plan in place for all positions in the company.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
▪ Every individual has a personalized education and development plan for their career and personal development.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
▪ A formal and effective communication plan operates effectively in the organization.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
▪ Employee satisfaction surveys are conducted on a regular basis and the feedback is utilized to improve the organization.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
▪ Regular performance management discussions are held with all employees, are linked to the corporate objectives, and designed to enhance individual and corporate performance.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
▪ The company operates in a legal and ethical manner.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
▪ Standard expense guidelines exist and are followed by all employees.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

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▪ Corporate ethics guidelines are in place and are consistently followed.	1	2	3	4	5
▪ Corporate values are explicitly stated, understood throughout the organization, and “lived”.	1	2	3	4	5
▪ Employees are compensated properly and in alignment with a corporate compensation philosophy.	1	2	3	4	5
▪ The company provides an adequate benefits program for all employees.	1	2	3	4	5
▪ Employees are effectively oriented to the company when they start with the organization.	1	2	3	4	5
▪ Every employee has a current and up to date role description.	1	2	3	4	5
▪ The company encourages professional development for all employees and provides sufficient budget for educational and development activities.	1	2	3	4	5
▪ The company provides personal development education programs for all employees.	1	2	3	4	5
▪ The company values people from a “whole life” perspective.	1	2	3	4	5
▪ The company encourages a “promote from within” philosophy.	1	2	3	4	5
▪ Human Resources is viewed as a confidential resource for all employees.	1	2	3	4	5
▪ Human Resources believes in developing people to become the best they can be.	1	2	3	4	5
▪ Human Resources provides coaching and support for all employees.	1	2	3	4	5
▪ Employees are encouraged to grow and develop through educational opportunities.	1	2	3	4	5
▪ Employees are encouraged to be the best they can be in all areas of their life.	1	2	3	4	5

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▪ An effective employee and family assistance plan is in place and seen as a confidential resource.	1	2	3	4	5
▪ The company measures its effectiveness from a balanced scorecard perspective.	1	2	3	4	5
▪ Senior management is accessible, approachable, and open to ideas.	1	2	3	4	5
▪ Employee suggestions and ideas are encouraged.	1	2	3	4	5
▪ Employees regularly participate in special projects and activities.	1	2	3	4	5
▪ Employees are always treated with respect and dignity throughout the organization.	1	2	3	4	5
▪ Management is in touch with all aspects of the business.	1	2	3	4	5
▪ Senior management regularly visits all company locations and speaks with employees.	1	2	3	4	5
▪ Managers are leaders.	1	2	3	4	5
▪ Leadership development is encouraged and promoted at every level of the company.	1	2	3	4	5
▪ The company is a fun place to work.	1	2	3	4	5

**How Does YOUR Organization Rate???**

Call **People Insights, Inc.** for a free confidential introductory meeting.

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