

Needs Assessment Scorecard for HUMAN RESOURCES

In order to better understand the present HR situation, please complete the Needs Assessment Scorecard. Rate your answers on the confidence scale, and then assign a priority to where you believe attention is needed.



How confident are you that.....

Needs Assessment	Not confident at all					Highly confident					Priority (1-18)
	1	2	3	4	5	6	7	8	9	10	
HR/administrative personnel are sufficiently skilled to handle all HR functions?	1	2	3	4	5	6	7	8	9	10	
Your interviewing process avoids bad hires and finds the best candidates in a legal manner?	1	2	3	4	5	6	7	8	9	10	
Your employee exempt classifications are correct?	1	2	3	4	5	6	7	8	9	10	
You are not being charged unemployment benefits for winnable cases?	1	2	3	4	5	6	7	8	9	10	
Your work comp codes and rates are correct?	1	2	3	4	5	6	7	8	9	10	
Your work rules are written so that unapproved hours and overtime costs are minimized?	1	2	3	4	5	6	7	8	9	10	
Your modified duty policy is working to lower your work comp costs?	1	2	3	4	5	6	7	8	9	10	
The company can maintain asset and equipment accountability from departing employees?	1	2	3	4	5	6	7	8	9	10	
The company's trade secrets and confidential information is safe and protected?	1	2	3	4	5	6	7	8	9	10	
Key employees will remain with the business and not accept offers from competitors?	1	2	3	4	5	6	7	8	9	10	
All required HR paperwork is being accurately and fully completed by each new hires?	1	2	3	4	5	6	7	8	9	10	
You have a properly completed I9 for all employees?	1	2	3	4	5	6	7	8	9	10	
Your front line supervisors know enough about human resources law to avoid unnecessary risks?	1	2	3	4	5	6	7	8	9	10	
Employee performance is accurately evaluated and documented so that future employment actions are supported?	1	2	3	4	5	6	7	8	9	10	
The company pays current market rates for the most important positions at the company?	1	2	3	4	5	6	7	8	9	10	
Employees are fully engaged at work so the company receives their discretionary effort?	1	2	3	4	5	6	7	8	9	10	
Employees working with your customers and the public are not committing criminal acts, such as identify theft?	1	2	3	4	5	6	7	8	9	10	
The money spent on employee benefit programs (health insurance) is valued by employees?	1	2	3	4	5	6	7	8	9	10	
Employees are highly satisfied with their total experience with the organization?	1	2	3	4	5	6	7	8	9	10	n/a
HR is currently meeting our company's needs?	1	2	3	4	5	6	7	8	9	10	n/a
Totals											

Source: Consultstu LLC, HR Business Solutions for small/mid companies