

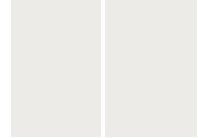
Will our Hire to Fire Toolkit help you with your employees?

Do you have these documents or processes established in your business?

	Yes	No
<p>1. Do you have an Equal Opportunity Workplace? It's a legal requirement to have a workplace that practices Equal Opportunity for all</p>		
<p>2. Do you have a Workplace Health & Safety (WHS) Incidents Register? This is mandatory, so make sure you protect your business, your employees and yourself</p>		
<p>3. Do you have a Code of Conduct Policy? This policy sets the expected standards of behaviour</p>		
<p>4. Do you have an Exit Interview Form? Completing Exit Interviews is a great way to collect data on what you are doing well and also how you can improve as a business</p>		
<p>5. Do you have an Orientation Program set up to effectively integrate new employees into your business? Did you know that new employees are at the greatest risk of resigning within the first 3 months of joining an organisation? Make sure this doesn't happen to you</p>		
<p>6. Do you have an Interview Assessment Template? This document captures your interview discussion and can be called upon as evidence for up to 5 years after the interview</p>		
<p>7. What do I need to do before a new hire starts? Employees are at their greatest risk of resigning within the first 3 months. Make sure you are setting up your new team member for success</p>		
<p>8. Do you have a formal Communication Strategy in place for your employees? Engagement starts with having authentic leaders - are you one?</p>		
<p>9. Do you know how to measure your employee costs? We can teach you how to measure your employee costs and save you money - such as attrition, absenteeism, cost of vacancies, etc.</p>		

10. What questions can't I ask a candidate?

There are some questions that you cannot legally ask candidates - do you know what these are?



If you have answered “No” to any of the above questions you could be putting your business at risk, both legally and financially. Our Hire to Fire Toolkit can solve these problems and many others for just \$49.50 per month. Plus you will have to an Employee Expert to answer your questions and we will also teach you everything you need to know to become a better manager.

If you would like to find out more please click here

https://www.employeematters.com.au/hire_to_fire_toolkit/