



HUMAN RESOURCES

Human Resources (HR) management has become a vital part of organizational effectiveness; not only in the traditional staffing issues, but in ensuring that the overall workplace atmosphere remains positive.

Please circle YES or NO for each question.

Inclusion Policies		
Does the organization have an Aboriginal policy?	YES	NO
Does the organization have a Diversity policy?	YES	NO
Accomplishments and Measurements		
Are staff evaluations performed annually?	YES	NO
Are there current job/role descriptions for all employee positions? (If no, please see interview question 3)	YES	NO
Do the job descriptions clearly outline the roles and responsibilities of the position?	YES	NO
Do the job descriptions clearly align to the vision of the organization?	YES	NO
Are the job descriptions clearly aligned to the initiative design?	YES	NO
Does the organization have an employee designated to HR?	YES	NO
Does the organization give performance awards to employees?	YES	NO
Does the HR strategy align to the vision of the organization?	YES	NO
Has the organization's vision been reviewed by the board and staff since the last funding cycle?	YES	NO
Does the organization have a communications plan?	YES	NO
Does the communication plan have clearly outlined goals?	YES	NO
Does the communication plan have clearly outlined activities?	YES	NO
Does the communication plan have clearly identified timelines for goal/activity achievement?	YES	NO

Notes: