

## HR Quick Checklist: How professional is Your HR management?

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|--|--------------------------|-----|--------------------------|----|
| 1. HR contributes remarkably by adding value to corporate success.   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 2. Within the corporate strategy, a HR strategy is formulated which is agreed upon by the management.  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 3. HR is efficiently integrated in the preparation and realisation of strategic decisions.   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 4. HR shapes corporate culture thereby driving business success.   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 5. HR ensures that the company is able and willing to change.  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 6. HR contributes to the company's profitability by managing and optimising labour costs.  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 7. ensures the company's ability and willingness to link the stakeholders.   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 8. positions the company as an attractive employer in the labour market.   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 9. HR is responsible for developing a process that ensures the right employee with the right skills is hired at the right time.  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 10. HR ensures a "Performance Management System which is aligned with the business goals thereby improving efficiency.   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 11. HR ensures that the employees are retained based on their capabilities and competencies to meet the company's objectives.  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 12. HR secures a systematic human resource development, which is aligned with the business goals and the employees employability.  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 13. HR cultivates a culture that ensures that a departing employee is treated with fairness and dignity.   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 14. HR uses modern IT solutions to design its processes and structures by making them customer-centred, cost-effective and flexible and quantifies their quality and contribution. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 15. HR utilises IT to improve efficiency and customer orientation.   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 16. HR-employees are familiar with the company's business strategy, the business processes and the business market environment and comprehends economics.                          | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 17. HR and HR-employees are perceived as having credibility and integrity.   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

**The complete HR Checklist (20 pages + attachments) can be ordered for a cost of 30 € (electronic version) at the proactive group „Initiative Wege zur Selbst-GmbH e.V.“, c/o Regina Fuhrmann, Kreuzhornweg 27, 21521 Dassendorf, Phone: 0049 (4104) 9629 003, Fax: - 9629 002, E-Mail: [info@selbst-gmbh.de](mailto:info@selbst-gmbh.de)**

**Members of the personal-network "Selbst-GmbH" can recall the entire HR Checklist at no cost by using a password at [www.selbst-gmbh.de](http://www.selbst-gmbh.de)**