# Developmental Services Human Resource Strategy

Ontario Developmental Services Make a difference every day.

## **HR BEST PRACTICES CHECKLIST**

### **RETENTION AND RECOGNITION CHECKLIST**

### Does your organization....

	<u>Timeline</u>	<u>Comments</u>
Have a formal performance program which encourages regular conversation and constructive feedback to employees at all levels?		
Utilize the Core Competencies developed by the Developmental Services Human Resource Strategy (DSHRS)?		
<ul> <li>Have employees been trained on the Core Competencies?</li> <li>Have managers and supervisors been trained on the Core Competencies?</li> </ul>		
Provide training to all management employees on how to complete and present a performance appraisal?		
Evaluate the performance program for its effectiveness?		
Offer competitive total rewards?	]	
<ul> <li>Communicate your organization's total rewards to all employees?</li> <li>Are total rewards valued by employees? Is this evaluated?</li> <li>Investigate new opportunities for enhanced total rewards?</li> <li>Employee/Family Assistance plans?</li> <li>Work related incentives and perks?</li> </ul>		

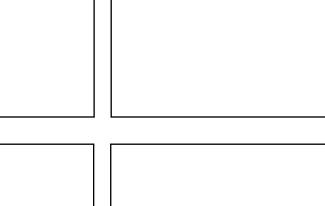
	<u>Timeline</u>	Comments
Have an Employee Recognition program in place?		
Does management recognize and reward employees who consistently exemplify qualities that lead to organizational success?		
<ul> <li>Does your organization use the DSHRS Core Competencies model?</li> <li>Is the program valued by employees? Do you evaluate it?</li> </ul>		
<ul> <li>Do supervisors/management recognize employees for individual contributions?</li> </ul>		
<ul> <li>Have specific methods for providing this individual recognition?</li> <li>Is focus on smaller, more immediate recognition (e.g., verbal praise/appreciation)?</li> </ul>	,	
Is the Employee Recognition program evaluated on a regular basis?		
Deploy employees effectively?		
Have a formal on-boarding process for new employees?		

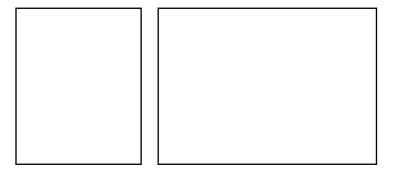
- > Provide employees with opportunities for career development?
- > Purposely match employees and people supported to enhance quality support?
- Provide employees with set schedules and predictable hours?
- *Review and assess the effectiveness of full-time and part-time positions to* maximize quality of supports and employees' preferences?
- Promote work/life balance?

#### Communicate timely and on a regular basis to all employees utilizing a variety of methods?

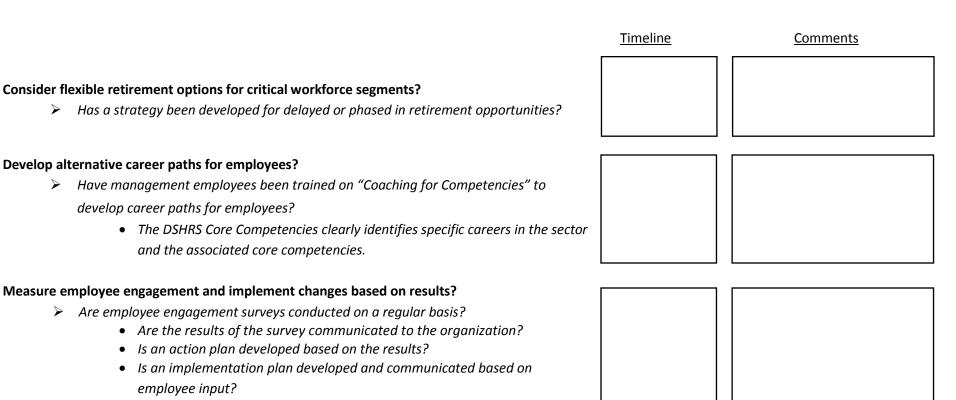
- ➤ Using an on-line discussion forum?
- Video and teleconferencing?  $\geq$
- Email?  $\geq$
- Letters/memorandums?  $\geq$
- Face to Face communication?  $\geq$







	<u>Timeline</u>	<u>Comments</u>
Provide social/recreational opportunities that are valued by all employees?		
Involve employees in decision making and solicit feedback?		
<ul> <li>Can all employees articulate the vision, mission, values and goals/objectives of the organization?         <ul> <li>Understand how they "fit" into the organizational team?</li> <li>Know what is expected of them?</li> <li>Have job descriptions? Are they current? Last reviewed/revised?</li> </ul> </li> <li>Do all employees attend regular team meetings?</li> <li>Does your organization coach and develop employees who are deficient in driving organizational culture?</li> <li>Do employees have opportunities to be part of organizational committees?</li> <li>Do employees feel comfortable to bring critical issues to the attention of management?</li> </ul>		
<ul> <li>Have a formal organizational succession plan for all positions?</li> <li>Are current and future leaders being assessed for specific positions?</li> <li>Are development opportunities provided for all employees?</li> <li>Is the effectiveness of the succession plan evaluated?</li> </ul>		



> Are benchmark standards developed?

- Have statistics, outlined in the document: "<u>Human Resource Metrics:</u>
- Using workforce information to enhance organizational effectiveness and
- *improve the outcomes for the people we support*" as developed by the DSHRS, been collected and analyzed?