

Top 10 Tips – Human Resources

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1. Always issue a Contract of Employment to all staff regardless of how many employees you have.
2. The Contract of Employment should be accompanied by a set of policies and procedures (known as an Employee Handbook) that you should be follow.
3. Recruit the right people – the recruitment process is fraught with potential pitfalls, the most competent person should be offered the position in order to avoid claims of discrimination (Follow a documented, compliant recruitment and selection process).
4. If you employ 5 people or more, provide a Health and Safety Policy.
5. Manage performance effectively through regular review meetings and especially during probationary periods. Training and Development should be focused and relevant and aimed at improving the performance of the individual and in relation to their specific role.
6. Manage absence effectively regardless to what your absence statistics show.
7. Appraise your staff, identifying and benchmarking employee satisfaction is particularly useful.
8. If you employ 5 or more people, access to a stakeholder pension scheme should be made available.
9. Never use redundancy as a vehicle to resolve poor performance issues.
10. If you are in any doubt, always seek specific advice from a competent qualified HR advisor.

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