



THE WORKPLACE READINESS CHECKLIST

**Build a Strong HR Foundation.
Strengthen Your People.
Drive Performance.**

A practical checklist designed to help organizations assess their HR fundamentals, strengthen workplace practices, and identify opportunities for growth.



**17 CORE HR &
WORKPLACE
READINESS AREAS**



**DENOTES
MUST-HAVE
ITEMS**



**ACTIONABLE
INSIGHTS &
GUIDANCE**



**CALCULATE YOUR
READINESS
SCORE**



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TALENT ACQUISITION & RECRUITMENT

1 TALENT ACQUISITION

	Yes — We've Got It!	No - We Don't Have It
• Employer branding	☐	☐
• Employer value proposition	☐	☐
• Targeted sourcing	☐	☐
! Integration of IDEA lens	☐	☐
! Candidate experience and relationship management	☐	☐

2 RECRUITMENT & SELECTION

	Yes — We've Got It!	No - We Don't Have It
• Streamlined recruitment process	☐	☐
! Accurate and inclusive job descriptions and postings	☐	☐
! Targeted job advertisements	☐	☐
! Robust candidate screening	☐	☐



WHY IT MATTERS

Strong hiring practices help organizations attract the right talent, strengthen culture, and create positive employee experiences from the very beginning.



ASK YOURSELF

- ✓ Are we attracting the talent we need for future growth?
- ✓ Is our hiring process consistent across the organization?
- ✓ Does our candidate experience reflect our employer brand?



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ONBOARDING, LEARNING & ENGAGEMENT

3 ONBOARDING & ORIENTATION

Yes —
We've Got It! No - We
Don't Have It

- Well-structured onboarding programs
- Intro to organizational culture, values, and policies
- Training and resources for new employees
- ! Performance Management: Goal setting, evaluations, feedback, etc.)

☐☐☐☐☐☐☐☐

WHY IT MATTERS

Employees who understand expectations, receive meaningful development opportunities, and feel connected to the workplace are more likely to contribute at a higher level.



ASK YOURSELF

✓ Are employees set up for success from day one?

✓ Do managers consistently provide feedback and support?

✓ Are learning opportunities aligned to business goals?

4 LEARNING & DEVELOPMENT

Yes —
We've Got It! No - We
Don't Have It

- Training programs and workshops
- Mentoring, coaching, and growth opportunities
- Access to resources for skill enhancement

☐☐☐☐☐☐

5 EMPLOYEE ENGAGEMENT

Yes —
We've Got It! No - We
Don't Have It

- Employee recognition programs
- Team-building activities
- Wellness initiatives
- Effective communication channels

☐☐☐☐☐☐☐☐

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EMPLOYEE EXPERIENCE

6 EMPLOYEE RELATIONS

	Yes — We've Got It!	No - We Don't Have It
! Conflict resolution	☐	☐
! Disciplinary actions	☐	☐
! Grievances and claims	☐	☐
! Terminations and reasonable termination packages	☐	☐



WHY IT MATTERS

Strong employee experiences support engagement, retention, and organizational performance.

7 COMPENSATION & BENEFITS

	Yes — We've Got It!	No - We Don't Have It
! Competitive and fair total compensation structures	☐	☐
! Incentives, bonuses, and benefits packages	☐	☐



ASK YOURSELF

- ✓ Do employees feel supported and valued?
- ✓ Are compensation practices competitive and transparent?
- ✓ Are we creating sustainable ways of working?

8 WORK-LIFE BALANCE

	Yes — We've Got It!	No - We Don't Have It
! Policies supporting work-life balance and well-being	☐	☐
• Flexible working arrangements	☐	☐
• Paid time off and family-friendly initiatives	☐	☐



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COMPLIANCE & WORKPLACE FOUNDATIONS

9 DIVERSITY & INCLUSION

Yes —
We've Got It! No - We
Don't Have It

- ! Diversity training and unbiased hiring practices
- ! Employee resource groups
- ! Inclusive culture that values different perspectives

☐☐☐☐☐☐

10 COMPLIANCE

Yes —
We've Got It! No - We
Don't Have It

- ! Employment agreements, contracts, and letters
- ! Up-to-date policies, procedures, and handbooks
- ! Legislative compliance & risk management

☐☐☐☐☐☐

11 HEALTH & SAFETY

Yes —
We've Got It! No - We
Don't Have It

- ! Occupational health and safety measures
- ! Compliance with regulations
- ! Safety training and a safe work environment

☐☐☐☐☐☐

WHY IT MATTERS

Workplace policies, compliance practices, and inclusive cultures provide the foundation for organizational



ASK YOURSELF

✓ Are our policies current and relevant?

✓ Do our practices support inclusion and belonging?

✓ Are compliance responsibilities clearly understood?



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FUTURE READINESS

12 SUCCESSION PLANNING

	Yes — We've Got It!	No - We Don't Have It
• Development of high-potential employees	☐	☐
• Succession planning strategies	☐	☐
• Career advancement opportunities	☐	☐



WHY IT MATTERS

Future-ready organizations proactively invest in leadership pipelines, employee insights, and systems that support growth.



ASK YOURSELF

✓ Do we have a plan for future leadership needs?

✓ Are we listening to employee feedback?

✓ Are our HR systems helping us scale efficiently?

13 EMPLOYEE FEEDBACK & SURVEYS

	Yes — We've Got It!	No - We Don't Have It
! Feedback channels	☐	☐
! Employee surveys and interviews	☐	☐
! Suggestion programs	☐	☐

14 HR TECHNOLOGIES

	Yes — We've Got It!	No - We Don't Have It
• HRIS, ATS, and other technology solutions	☐	☐
• Automated administrative tasks	☐	☐



WORKPLACE OPERATIONS

15 OFFBOARDING

	Yes — We've Got It!	No - We Don't Have It
• Exit interviews	☐	☐
• Knowledge transfer	☐	☐
• Necessary paperwork & documentation	☐	☐



WHY IT MATTERS

Consistent workplace processes support professionalism, fairness, and positive employee experiences throughout the employment lifecycle.



ASK YOURSELF

- ✓ Are processes documented and consistently applied?
- ✓ Do leaders know how to manage complex employee situations?
- ✓ Are transitions handled professionally and respectfully?

16 WORKPLACE INVESTIGATION

	Yes — We've Got It!	No - We Don't Have It
• Clear complaint/incident reporting procedure	☐	☐
• Formalized workplace investigation processes	☐	☐
• Expert in-house workplace investigator	☐	☐
• Guidelines and templates for the investigation	☐	☐

17 TERMINATIONS

	Yes — We've Got It!	No - We Don't Have It
• Legally compliant termination documents	☐	☐
• Plan and procedure for termination meetings & logistics	☐	☐
• Process to retrieve company equipment & cut access	☐	☐
• Communication plan to staff about exiting employee	☐	☐



YOUR WORKPLACE READINESS RESULTS

YOUR WORKPLACE READINESS
SCORE

— / 57

- 46 - 57 Workplace Ready, Thriving
- 34 - 45 Strong Foundation
- 20 - 33 Needs Improvement
- 0 - 19 Needs Attention

HOW MAXPEOPLE CAN HELP



POLICY DEVELOPMENT

Build compliant, clear, and employee-friendly policies.



LEADERSHIP DEVELOPMENT

Empower leaders at every level to drive success.



WORKPLACE CULTURE

Strengthen engagement, belonging, and team performance.



FUNCTIONAL HR SUPPORT

Streamline HR processes and improve day-to-day operations.

COMMON AREAS ORGANIZATIONS FOCUS ON



Compliance & Legal



Employee Capability



Employee Engagement



Change Management



Succession Planning



Performance Management



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