FREE RESOURCE

People & Systems
SIMPLIFIED.

Business HR Health Check

Is your business HR-ready?

A quick checklist to help you identify your HR gaps, reduce risk and build a stronger foundation for your business.

Better people. Stronger business.



Employment & Contracts

THE BASICS THAT PROTECT
YOU AND YOUR TEAM.

- [ ] Do all employees have written employment agreements?
- [ ] Are job descriptions in place for each role?
- [ ] Have you completed the necessary new employee paperwork (e.g. tax forms, bank details, emergency contact)?
- [ ] Are your contracts up to date with current legislation?
- [ ] Have you considered probation periods and termination clauses?

Ticks on this page: ____ **out of 5**

Think about...

A clear contract protects both you and your employees and sets the tone for a healthy working relationship.

Policies, Payroll & Compliance

KEEPING YOUR BUSINESS
LEGALLY COVERED

- [ ] Do you have an employee handbook (or policies) in place?
- [ ] Are your policies up to date and accessible to your team?
- [ ] Do you have a disciplinary and grievance process in place?
- [ ] Are you compliant with the Basic Conditions of Employment Act (BCEA) and POPIA?
- [ ] Do you know your UIF contributions?
- [ ] Do you keep proper employee records (e.g. leave, training, performance)?
- [ ] Are you aware of your Employment Equity obligations?

Ticks on this page: [ ] **out of 7**

Did you know...

Leave balances need to be tracked and managed consistently. It protects your team and your business.

People & Performance

SUPPORTING YOUR TEAM
FOR LONG-TERM SUCCESS.

- [ ] Are there clear performance expectations for your team?
- [ ] Do you conduct regular performance reviews and feedback sessions?
- [ ] Is there a fair and consistent approach to performance management?
- [ ] Do you have a plan for training and development?
- [ ] Are your recruitment processes structured and documented?
- [ ] Do you have a plan for succession?

Ticks on this page: [ ] **out of 6**

Remember...

Your people are your greatest asset. Investing in them builds loyalty, productivity and long-term success.

Your Score

HOW HR-READY IS YOUR BUSINESS?

Give yourself one point for every box you ticked, and add up the three pages.

My score: _____ **out of 18**

16–18

YOU'RE HR-READY!

Your HR foundations are looking healthy. Your next step is to keep them strong.

11–15

THERE ARE A FEW GAPS.

Your business has some good foundations, but there are areas that could use improvement.

0–10

IT'S TIME TO GET YOUR HR HOUSE IN ORDER.

There are some areas that should be reviewed to ensure the basics are covered.

Found a few 'no' answers?

Don't panic — you're not alone. Many growing businesses don't have the time, resources or expertise to build their HR processes from scratch.

People & Systems can help.

Whether you need a one-off health check, policy templates, recruitment support or ongoing HR assistance — we're here to make the people side of your business simpler.

Our services include:

- HR audits & health checks
- HR documentation
- HR policy templates
- Recruitment support
- HR admin
- UIF & maternity UIF
- HR advice

Let's build a stronger foundation together.

People & Systems

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