

Risk Profiling Questionnaire

	Yes	No
Do you ask prospective employees to complete a job application form?		
Do you use an Interview Rating Sheet, including a scoring system?		
Do all your employees have a Contract of Employment?		
Do you have clearly written job descriptions for all roles?		
Are your contracts issued to staff at least by their start date?		
Do you have an Employee Handbook incl. all your policies and procedures?		
Do you have a clearly defined and communicated sickness/absence procedure?		
Do you have written Grievance & Disciplinary Procedures?		
Do your Grievance & Disciplinary procedures comply with statutory procedures?		
Do you know that a grievance does not have to be submitted in writing to be investigated and failure to investigate can lead to penalties?		
Has your employees received equality, diversity and inclusion training?		
Do you have someone in your busines who understands and is qualified to deal with HR matters?		
Do you know what steps to take during an employee's probation to protect from future breach of contract claims?		
Do you know what the statutory procedures are for varying contract terms?		
Are you confident your policies meet the employees’ statutory employment rights, e.g. maternity, paternity, flexible working?		
Do you have a performance management system in place?		
Do you know when how and why to progress from informal to formal discussions about unsatisfactory performance or absence?		

Now compare the total in the YES column to the result chart below

Risk Profiling Results

Significant Risk	High Risk	Moderate Risk	Low Risk
1 2 3 4 5	6 7 8 9	10 11 12 13	14 15 16 17 18
You need to take urgent action to protect your Business	Further action is required	Room for improvement	Quick review required