



# HR QUICKSCAN

## How well have you got these HR topics covered?

This quickscan gives you insight, in just a few minutes, into where your organisation stands when it comes to HR. From the legal basics to the culture you experience every day.

*This scan is meant to get you thinking and to offer direction on common themes, not as an exhaustive checklist of everything that can play a role within HR. Every organisation is different; there may be themes that are relevant to you but are not covered here.*

# THE OBLIGATIONS (THE "MUST-DOS")

These basics should be in order as soon as you have staff on the payroll.

| STATEMENT                                                                                                                                 | IN ORDER                 | PARTLY IN ORDER          | NOT YET                  |
|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| <b>EMPLOYMENT RELATIONSHIP &amp; CONTRACTS</b>                                                                                            |                          |                          |                          |
| <b>1</b> Our employment contracts are up to date and legally sound                                                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>2</b> We observe the statutory notice periods when extending or ending contracts (the Dutch 'ketenregeling' / chain of contracts rule) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>ABSENCE &amp; SAFETY</b>                                                                                                               |                          |                          |                          |
| <b>3</b> We have an up-to-date absence policy in line with the Dutch Gatekeeper Improvement Act                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>4</b> We have a valid RI&E (risk assessment and evaluation) with an action plan                                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>5</b> We have appointed a prevention officer and arranged a company doctor / occupational health service                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>PRIVACY &amp; RECORDS</b>                                                                                                              |                          |                          |                          |
| <b>6</b> Our personnel records comply with the GDPR (retention periods, access, security)                                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>POLICY &amp; ARRANGEMENTS</b>                                                                                                          |                          |                          |                          |
| <b>7</b> Employees know which terms of employment and arrangements apply to them                                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>8</b> We have a complaints procedure and/or confidential adviser for inappropriate behaviour                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>9</b> Our pension scheme is correctly set up and communicated to employees                                                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## EMPLOYEE LIFE CYCLE & TERMS OF EMPLOYMENT

From hire to exit: how well are the stages of the employee journey set up?

| STATEMENT                                                                                                                | IN ORDER                 | PARTLY IN ORDER          | NOT YET                  |
|--------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| <b>INTAKE</b>                                                                                                            |                          |                          |                          |
| <b>11</b> Our recruitment and selection process runs smoothly and we attract the right people                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>12</b> New employees feel welcome from day one and quickly find their way around the organisation                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>STRATEGY &amp; PLANNING</b>                                                                                           |                          |                          |                          |
| <b>13</b> We have a clear view of our future staffing needs, aligned with our organisational goals                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>DEVELOPMENT &amp; PROGRESSION</b>                                                                                     |                          |                          |                          |
| <b>14</b> Employees receive regular feedback on their performance and feel free to initiate that conversation themselves | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>15</b> Employees have enough opportunities (time/budget) for their own development                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>16</b> Employees have a clear view of their growth and career opportunities                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>17</b> Employees clearly know what their role involves and what is expected of them                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>18</b> We focus on employees' sustainable employability, now and in the longer term                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>TERMS OF EMPLOYMENT &amp; REWARD</b>                                                                                  |                          |                          |                          |
| <b>19</b> Our terms of employment and reward are in line with the market and attractive                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>20</b> Employees understand how their pay is determined                                                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>21</b> We offer fringe benefits that match the needs of our employees                                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>22</b> Employees have (where possible) enough flexibility in how, where and when they work                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>EXIT</b>                                                                                                              |                          |                          |                          |
| <b>23</b> When employees leave, this is handled carefully and important knowledge is retained                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>24</b> We understand why employees leave and learn from it                                                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>25</b> In cases of dismissal or reorganisation we act carefully and in line with the rules                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## VISION, CULTURE & THE "SOFT" SIDE

Is the organisation's vision genuinely lived, day to day? Can employees bring out the best in themselves?

| STATEMENT                                                                                                                           | IN ORDER                 | PARTLY IN ORDER          | NOT YET                  |
|-------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| <b>VISION &amp; DIRECTION</b>                                                                                                       |                          |                          |                          |
| <b>26</b> Our vision and core values are known to employees and visible in their behaviour                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>27</b> The organisation's vision visibly shapes everyday behaviour and guides the choices we make                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>28</b> Employees understand how their work contributes to the organisation's bigger purpose                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>AUTONOMY</b>                                                                                                                     |                          |                          |                          |
| <b>29</b> Employees are given the space to take responsibility and make their own choices                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>30</b> There is room to experiment and make mistakes without fear of repercussions                                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>31</b> Rules and procedures support the work rather than getting in its way                                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>CONNECTION</b>                                                                                                                   |                          |                          |                          |
| <b>32</b> Employees feel connected to their colleagues and to the organisation                                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>33</b> We actively support collaboration between teams and departments                                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>34</b> Managers show genuine care for their employees' wellbeing                                                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>35</b> Everyone feels welcome and respected, regardless of background or age (diversity & inclusion)                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>COMPETENCE</b>                                                                                                                   |                          |                          |                          |
| <b>36</b> Employees have work and development opportunities that match their talent and challenge them to grow                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>37</b> Employees know what is expected of them and receive regular feedback on it                                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>38</b> We celebrate or recognise it when employees achieve something worthwhile                                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>OTHER CULTURAL ASPECTS</b>                                                                                                       |                          |                          |                          |
| <b>39</b> There is a safe culture in which making mistakes is allowed and employees feel free to speak up                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>40</b> Decisions are made as much as possible by the people closest to the issue, not only top-down                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>41</b> We share important company information and the reasoning behind decisions openly with employees                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>42</b> Employees are given enough context to make good decisions themselves, rather than everything being enforced through rules | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

FINALLY

## WHAT NOW?

Look back at your answers. Are you happy with the result, or are there topics that could genuinely be improved? If you scored 'partly in order' or 'not yet' on several topics, there is definitely something to be gained there!

Would you like to talk it through with no strings attached, or look together at what this means for your organisation? I'd love to explore this together with you.

### A NO-OBLIGATION CONVERSATION?

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