

DREAM TEAM CHECKLIST

This checklist is designed to help small business owners to successfully recruit, manage and retain staff to build a dream team.

Recruitment - find the right people

1	Have you been successful in recruiting suitable people for your business in the last 12 months?	yes no
2	Do you have up to date job descriptions for existing and new roles in your business?	yes no
3	Do you have up to date person specifications for existing and new roles in your business?	yes no
4	Have you been successful in marketing job vacancies to attract the right candidates?	yes no
5	Are all of your hiring managers skilled in interviewing and selecting staff?	yes no
6	Do you do thorough verbal reference checking on candidates?	yes no
7	Do you use skills testing and psychometric assessments when recruiting?	yes no
8	Do you have a structured onboarding process that sets new people up for success?	yes no

Management - get results with people

1	Are the people in your business really clear about the outputs you want them to deliver in their roles?	yes no
2	Do you regularly give people feedback on how they're doing?	yes no
3	Are all of your managers skilled in delivering feedback and managing their teams to achieve the targets set for them?	yes no
4	Are all of your people producing the results that you want from them?	yes no
5	Do you provide effective training and development to improve performance?	yes no
6	Have you identified the key strengths of individual team members?	yes no
7	Are your people all doing jobs that engage their strengths?	yes no
8	Do you have an effective process in place for dealing with situations where people don't achieve targets?	yes no

Retention - keep people happy and motivated

1	Do your people understand your vision for your business?	yes no
2	Do you keep people informed of what's happening in the business?	yes no
3	Have you measured employee satisfaction in the last 12 months?	yes no
4	Do you review remuneration on an annual basis?	yes no
5	Do you have a happy working environment in your business?	yes no
6	Does your business have a culture of teamwork and collaboration?	yes no
7	Are most of your people totally committed to doing the best job they can every day?	yes no
8	Are you satisfied with staff turnover rates in your business?	yes no

ACTION PLAN

Enter below the items from the checklist that you want to take action on. Contact Carole from Peoplekind Consulting if you would like help from an expert .

Priority	Action	Deadline
1		
2		
3		
4		
5		