

## Appendix 3 | Business Self-Assessment Checklist



### Corporate Needs and Policies

- How does our business view family issues?
- What attracts employees to our company?
- What causes them to stay or leave?
- What policies and programmes are we currently providing to employees to help them meet these needs?
- Why do we want to help employees balance their family commitments?
  - Enhance recruitment?
  - Reduce absenteeism?
  - Reduce turnover?
  - Increase productivity and morale?
  - Enhance our public image?
  - Prepare a future workforce?
  - Be at the forefront of employee benefits?
- What policies or benefits do our competitors offer?
- How do we help working families?
- How are personnel policies communicated?
- How are our employees using these benefits?
- What are the costs of the benefits we provide?
- What is our turnover rate?
- What are our costs associated with turnover?
  - Lost time?
  - Recruitment?
  - Retraining?
  - Moving expenses?
- Do our personnel policies need to change to meet the needs of working parents?
- What indicates that this change is needed?
- Could we benefit from additional tax write-offs?
- What are our limitations in providing work-life friendly programmes?
- Is there a way of overcoming these limitations?

**Appendix 3****Business  
Self-Assessment  
Checklist****Workplace profile**

- How many of our employees are:
  - Near retirement ?
  - Young parents ?
  - Parents of more than one child ?
  - Single parents ?
- Do our current business plans include requiring additional employees?
- If so, do we need to attract a different or new employee population?
- What does that population look like?
- Which shifts are the hardest to recruit employees for?
- How many employees do we have at the different sites?

**Management Issues**

- What are the attitudes of supervisors toward the workplace needs of working parents?
- What are our supervisors' attitudes about work-life benefits?
- How will we get the most truthful expression of our employees' needs?
  - In focus groups?
  - By using a written survey?
  - By interviewing supervisors?
- How much are we able to allocate to work-life friendly benefits annually?
- When is the most appropriate time to propose a family-responsive change in policy?