

Gravitate Healthcheck Questionnaire

This is an extract from our core questionnaire that we use during the Healthcheck process to find out more about you and your organisation. This essential information will inform our advice and the subsequent support that we can offer.

Company Name	
Address	
Locations	
Website	
Telephone Number	
Registered Office	
Company Registration Number	

MAIN CONTACT DETAILS - (Contact 1)	
Position	
Telephone number	
Email address	
CONTACT IN ABSENCE (Contact 2)	
Position	
Telephone number	
Email Address	

Company Information

Type of Business	
Industry Sector	
Type of Ownership	
Total Number of employees - Full/part time - Male/female	
Types of employees	
Company Structure (organisation chart?)	

Legal/Professional Framework

Do any Regulations/Requirements specific to your industry apply?	
Do you have Trade Union Representation/Collective Agreements?	
Do you have Employee Representation?	
Have you had experience of disciplinary issues, including Employment Tribunal cases? Are any cases current?	
Is a Health & Safety Policy in place?	
Details of any Professional Bodies employees are members of?	

Employment Information

What are the standard hours of work?	
What are the working patterns?	
What notice periods are in place?	
Do you have an overtime policy? If so please provide details of payment.	
What is the annual holiday entitlement?	
What is the public holiday entitlement	
Do you have policies on <ul style="list-style-type: none"> - recruitment and selection - induction - learning and development - discipline & grievance - annual appraisal/assessment 	
Do employees have job descriptions?	
Maternity provisions – are there any employees these currently apply to?	
Do you record absence? Are there absence problems? Long term? Short term?	

Types of Employees

Number Full Time (FT)	
Number Part Time hours (less than FT)	
Occupations: <ul style="list-style-type: none"> • Professional • Manual • Administration 	
Number Part time less than 10 hours	
What are the Company Working Hours and Break Patterns? <ul style="list-style-type: none"> • Early/Late Shifts • Weekend Working • Seasonal 	
Do you have day off patterns?	
Do you have an Overtime Policy? If so please provide details of payment.	

Company strategy

Does the Company have an HR strategy?	
How would you describe the reputation of the organisation in the market place?	
Who are the key competitors?	
Is there a recruitment strategy?	
Is there a learning and development strategy?	
Do you have an appraisal process?	
Do the Company feel successful and would the staff relate to this?	

Staff Communication/Engagement

What are the primary means of staff communication?	
Do you find this effective?	
How often do you communicate with staff?	
Do you know your staff turnover rate?	

If you require more information about the HR Healthcheck or how we could help support your business, contact the Gravitate HR team on 0131 225 7458.