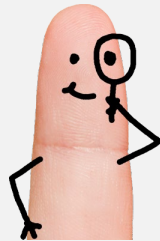


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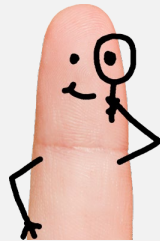


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## Business

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1. Do you have a visual hierarchy & descriptions for the structure of legal entities & SBUs?

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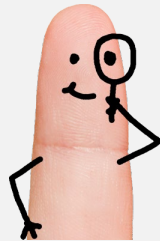
7. What is the profile of your customers?

8. What does your brand stand for? How are you perceived in the marketplace?

9. Who are your competitors?

10. What are your differentiators?

- What exactly is your value proposition?
- Your competitive advantage?
- The reason the market should choose you over anyone else?



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20. What is the profile of a successful employee in this business?

21. How would you describe your culture?

22. What reputation, if any, would you like to have as an employer?

23. What common management feedback for improvement would employees provide?

### Employee Costs/Stats

---

24. How many employees do you have?

- In each SBU
- Hourly vs Salary

25. Is a complete list of employees available? In Excel?

Name, title, hire date, manager, SBU, location, wage/salary

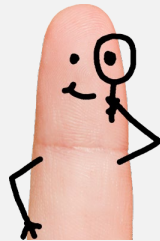
26. Year over year employee numbers?

27. Do you maintain a database for employees?

Do you have a mechanism for running employee reports?

28. What are the demographics of your workforce?

- Male/female
- Average age



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35. Do all employees/contractors have formal contract agreements?

Provide copy of template.

36. Do all employees have to sign off on a handbook before they start?

37. Who manages IT? Is it outsourced?

38. How will we share files?

Will I have access to your server? If so, will I VPN in when not on site? Or do we maintain a file sharing service?

39. What version of MS Office are you using?

40. What payroll system are you using?

41. What number of FTEs manage payroll/benefits?

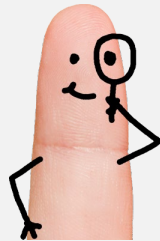
42. Where are employee files kept? Any electronic filing set up, or all paper files?

### Collective Agreements

---

43. What unions are in place?

44. What percentage of your workforce is unionized?



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55. Do you have job descriptions for employees? If so, what form is used?

56. Who is your employment lawyer?

How much was spent in legal fees last year?

## Safety

---

57. What industry classification do you have with **Insert legislated OHS body?**

58. What is your safety record?

59. What are the biggest safety concerns?

60. Have you experienced any challenges with bullying or workplace violence?

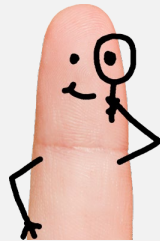
## Time Tracking

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61. How is employee time tracked? Is there a costing/timesheet system?

62. How are absences tracked?

63. Who maintains vacation balances?



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67. How do you find prospective employees?

- For salaried employees

- For hourly employees

68. Where do you post job ads? Sample job posting?

69. Do you keep any statistics or track open positions?

Example: Time to hire, cost to hire

## Orientation

---

70. What's the orientation process for new employees?

## Performance

---

71. How are probationary periods managed?

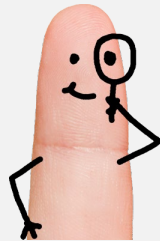
72. Why do you have a performance review system? Is there ROI? How do you know?

73. How often do employees get a formal performance review?

74. What's the performance review process?

- Who makes sure they're done?

- Does anyone have to provide a second signature on reviews for check and balance?



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81. Are employees provided with annual bonuses? Is there a plan?

82. What types of employees are eligible?

- What's the typical percentage of salary?

- How is bonus allocated? Who decides who gets them? What are the criteria?

## Training

---

83. Do you have a training budget?

84. What type of training do employees have access to?

## Terminations

---

85. How many involuntary terminations occurred in YYYY?

86. Do you have a documented exit process?

87. Do you have termination letter and waiver templates?