# Handout

**StrategicHR** AUSTRALIA

## SME HR Essentials Checklist

A practical reflection checklist to help keep HR simple, current and fit for purpose.

| ☑ | 1. Clear Employment Basics |
|---|---|
| ☐ | Written contract or statement of terms |
| ☐ | Pay, hours, and holidays clearly explained |
| ☐ | Notice periods agreed |
| ☐ | Role expectations outlined (even briefly) |
| ☐ | If it's not written down, it's open to interpretation |
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| ☑ | 2. Simple Performance Expectations |
| ☐ | People know what "good" looks like |
| ☐ | Clear standards and expectations |
| ☐ | Regular, informal check-ins (not just annual reviews) |
| ☐ | Most performance issues come from unclear expectations, not bad people. |
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| ☑ | 3. Absence & Time Off Basics |
| ☐ | Clear process for reporting sickness |
| ☐ | Understanding what happens if absence becomes frequent |
| ☐ | Simple holiday request process |
| ☐ | Absence becomes a problem when it's unmanaged, not when it exists. |
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| ☑ | 4. A Way to Deal With Problems Early |
| ☐ | Confidence to have early, informal conversations |
| ☐ | Brief notes of key conversations (date + summary) |
| ☐ | Consistency across the team |
| ☐ | Small issues ignored become expensive issues later |
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| ☑ | **5.  Fairness & Consistency** |
|---|---|
| ☐ | Similar issues treated similarly |
| ☐ | Decisions based on behaviour and facts, not personalities |
| ☐ | Ask: Would I handle this the same way with anyone else? |
| | |
| ☑ | **6.  Know When to Ask for Help** |
| ☐ | Awareness of higher-risk situations (dismissals, long-term absence, discrimination) |
| ☐ | Confidence to pause and get advice when needed |
| ☐ | Good HR is knowing your limits. |
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✅ If you can answer "yes" to most of these, small, intentional improvements now can prevent bigger issues later.