



## BUSINESS CHECKLIST

# WORKFORCE

This checklist has been created to take some of the complexity out of an uncertain situation and help you to evaluate the capacity, capability, and affordability of your workforce.

# WORKFORCE CHECKLIST

Here are some things to consider when looking at your workforce capacity, capability and affordability. Use this checklist to identify your actions, and then add them to the Business Action Plan so you have a plan to work with. If you haven't already downloaded a Business Action Plan, you can find one [here](#).

WORKFORCE CAPABILITY	ACTION NOW	ACTION LATER	DONE
Identify any capability gaps, and hidden strengths within your workforce			
Determine capability needed for today and the longer term, based on your business needs, and whether you need to supplement your workforce (e.g. contractors, casual staff, partnerships)?			
Decide what level of investment you want to make in developing new skills in your workforce			
WAYS OF WORKING	ACTION NOW	ACTION LATER	DONE
Ensure you are focused on employee health and mental well-being – check that you have policies in place and seek interdependent legal advice to ensure that they satisfy government guidelines and legal requirements			
Review the tools and processes that you have in place to manage employee performance – especially if they are dispersed and working remotely			
If required, adjust plans to increase flexibility, and consider changes to leave policies			
Consider the impacts of remote working on employee processes, such as onboarding and training			
EMPLOYEE WELLBEING	ACTION NOW	ACTION LATER	DONE
Dedicate time to checking on your employees on a regular basis			
Communicate with your employees in a timely manner about the status of the business and job security – ensure there is the opportunity for two-way conversation			
Support your employees if they want to access new government mental health support programs, tools and/or resources			
WORKFORCE COSTS	ACTION NOW	ACTION LATER	DONE
Work out the total costs of your workforce – with and without support, such as JobKeeper			
Consider how further changes in demand for your products/services could impact your workforce requirements			
Plan for workforce costs required for the future business you expect to have			