

## READINESS ASSESSMENT

### **FACET OF EXCELLENCE:**

#### ***Recruitment, Selection and Onboarding***

For this Facet, each Category is outlined with questions that are intended to gauge your organization's level of readiness to apply. It is not a definitive way of determining whether or not your application for this Facet will be scored high enough to receive an award. It is a tool that has been designed to provide an overview of the types of questions you will be expected to answer with sufficient supporting detail when completing the actual Facet.

If you choose to complete this Readiness Assessment, you are not expected to submit it to the Paragon panel of examiners. It is for your company's internal use to assist you in determining whether you are prepared to apply for this Facet. If you determine that you are not ready now, this tool will provide you with an overview of the areas in which you may need further action and development.

The "State of Readiness" on the assessment form is a subjective response that you will need to determine for each question, with "Red" being an answer of "No, not ready yet"; "Amber" being an answer of "Maybe, we could be ready or are close"; and "Green" being an answer of "Yes, we are ready". There is no magic number of Green responses that will determine whether or not you should apply. Your organization will determine readiness based on your level of comfort with the responses and what details you can provide to support your answers when an application is submitted.

You are encouraged to involve various members of your leadership team when considering your responses to these questions. This will elevate the level of awareness and involvement within your organization to complete the application process and may increase the depth of your responses by using diverse and cross-departmental input.

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Elements of a Successful Facet	Evidence of Progress	State of Readiness			Further Actions Required
		Red	Amber	Green	
<b>Category: Recruitment</b>					
Do you have effective recruitment programs/tools/initiatives in your organization (job analysis and evaluation, development of job descriptions, internal versus external recruitment strategies, interview formats, human resources roles and responsibilities, hiring supervisor's roles and responsibilities, information flow and decision making)?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you consider your organization's strategic plan when determining those programs/tools/initiatives?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you formed partnerships with internal departments or external resources in order to facilitate effective talent acquisition?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is your recruitment strategy assessed and revised over time?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you measure the results of your recruitment programs/tools/initiatives?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you gauge costs associated with the recruitment programs/tools/initiatives?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you assess the ongoing impact of your recruitment programs/tools/initiatives on the individual employee's performance? On the organization's performance?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you use the information you gather to improve the recruitment programs/tools/initiatives?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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		Red	Amber	Green	
<b>Category: Selection</b>					
Do you have guidelines that must be adhered to when determining your selection processes?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is your selection strategy assessed and revised over time?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you measure the effectiveness of the candidates who have been selected for positions within your organization?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you gauge the hiring manager's satisfaction levels with the selection programs that are utilized?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you assess the ongoing impact of your selection decisions on the individual employee's performance? On the organization's performance?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you use the information you gather to improve the selection process?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Category: Onboarding</b>					
Do you communicate policies, benefits, company history, nature of the company business, corporate culture, vision and mission to new hires when they enter your organization?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are managerial new hires oriented to the organization differently than non-managerial employees?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is your onboarding strategy assessed and revised over time?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Elements of a Successful Facet	Evidence of Progress	State of Readiness			Further Actions Required
		Red	Amber	Green	
Do you measure the effectiveness of your onboarding strategy?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you gauge new hire employee satisfaction levels with the onboarding process?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you assess the ongoing impact of your onboarding strategy on the individual employee's performance? On the organization's performance?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you use the information you gather to improve your onboarding program?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	