

## Client Information Form

\*Please send your completed form and attachment (if any) to [enquiries@redbrokinghr.com](mailto:enquiries@redbrokinghr.com)

### About Your Business

Business name:

Business address:

Please provide the main scope of your business:

### Main Person of Your Business Who is in Charge of HR Related Matters

Name:

Job Title:

Contact Number:

Contact Email:

Is the above-mentioned person the main point of contact for us?

Yes      No

-If not, please provide details of the main point of contact for us:

Name:

Job Title:

Contact Number:

Contact Email:

## About Your Employees

Please provide the total number of employees in your company:

Number of full-time employees:

Number of part-time employees:

Number of casual employees:

Number of contractors/other type of employees (please provide details if possible):

Does your business have a job title and position description for each of your employees?

Yes    No    Only partly

-If yes or partly:

-Please provide the list of all the job titles used in your business and the number of employees under each job title (if the following space is not enough for all of your information, you can write the information on a separate file and attach it to your form):

Does your business have a signed employment contract with each of your employees?

Yes    No    Only partly

-If yes or partly:

-How many employment contract templates (all type) have been used by your business?

-Where did you obtain the employment contract templates?

-When were the employment contract templates last reviewed/updated?

-Do you regularly review/update your employees' employment contracts?

Yes    No    Only partly

Are all new employees of your business given a Fair Work Information Statement?

Yes No

-If yes:

-Does your business retain details of how that statement was given? Yes No

Does your business undertake induction for your new employees?

Yes No Only partly

-If yes or partly:

-Are there any new employee induction documentation? Yes No

-And please provide the list of all the new employee induction documents:

Does your business have an employee file for each of your employees?

Yes No Only partly

-If yes or partly:

-Please provide the list of documents included in a typical employee file:

Does your business undertake performance review for your employees?

Yes No Only partly

-If yes or partly:

-How often do you undertake performance review?

-Do you keep any records of performance review? Yes No Only partly

-Do you provide feedback and performance improvement plan (if applicable) to your employees after each performance review?

Yes No

Does your business have a standard procedure to terminate its employees?

Yes    No

-If yes:

-Does your business keep any records during the termination process?    Yes    No

-How does your business ensure it is legally compliant with regards to the process?

Does your business undertake exit interviews for your employees?

Yes    No    Only partly

-If yes or partly:

-Please provide the list of questions you asked during exit interviews:

Does your company keep terminated employee files?

Yes    No    Only partly

-If yes or partly:

-For how long?

What is the average tenure of each of your employees?

## Paying Your Employees

In your business, who are in charge of payroll?

In your business, who are responsible of arranging and recording each employee's working hours?

Are your employees issued pay slips when they are paid?

Yes    No    Only partly

-If yes or partly:

-Do your employees get a pay slip within 1 working day after they are paid?

Yes      No

-Who are responsible of issuing pay slips and how do they ensure the pay slips contain the right legal information?

How are pay rates determined in your business?

Are you aware of the relevant modern awards which may cover and apply to your employees?

Yes      No      Only partly

-If yes or partly:

-Please provide the list of modern awards which you consider may cover and apply to your employees:

How does your business ascertain award employees wage compliance?

Does your business pay your employees a fixed rate, either hourly, weekly, fortnightly or annual salary, or does your business pay a rate plus the necessary allowances i.e. overtime, penalty rates, uniform, meal allowances according to the relevant award?

For the employees who are paid a fixed rate by your business, do you have an individual flexibility arrangement (IFA) in place for each of them?

Yes      No      Only partly      Not relevant

-If yes or partly:

-Where did you obtain your individual flexibility arrangement (IFA) template and when were they last reviewed/updated?

How often does your business adjust wages and is there a methodology to this?

What's the current annual payroll of your business? (You can only provide a range if you like)

## HR Policies and Procedures

Does your business currently have any HR policies and procedures?

Yes      No

-If yes:

-Please provide the list of HR policies and procedures your business currently has:

-How often does your business review its HR policies and procedures to reflect the latest legislation?

-How does your business ensure that employees are made aware of the policies and procedures?

## Training and Development

Does your business provide any training to your employees?

Yes      No

-If yes:

-Is there a policy and/or procedure in place for your employees to apply for training?

Yes      No

-What type of training has your business offered to your employees so far?

Does your business have annual budget allocated for employees training and development?

Yes      No

-If yes:

-How much is the budget?

## Workplace Health and Safety (WHS)

Does your business currently have any WHS policies, procedures and/or plans?

Yes      No

-If yes:

-Please provide the list of WHS policies, procedures and/or plans your business currently has:

How often does your business review its WHS policies, procedures and/or plans to reflect the latest legislation?

How does your business ensure that employees are made aware of the WHS policies, procedures and/or plans?

### Issues and/ or Concerns

Does your business currently have any major HR related concerns and/or issues?

Yes      No

-If yes please provide details:

Has your business come under the attention of Fair work?

Yes      No

-If yes, why?