Job Design

Employers of Choice attract high quality applicants, cultivate high performance standards, and can count on their employees to go the extra mile. How do they do this? They adopt workforce management best practices that enable them to find, engage, and keep the best workers.

To what extent have you adopted workforce management best practices in your organization? Take the Best Practices Assessment to find out where your company is performing well and where it could improve.

For each Best Practice listed below, evaluate how well your company's actions meet the application standards. Use the following ratings scale:

Rarely apply the practice	1 point
Sometimes apply the practice	2 points
Always apply the practice	3 points

Best Practice	Application	Score
Establish and support effective workplace teams.	Organize employees into self-managed, cross-functional or project teams whenever common goals exist, tasks are interdependent, and several skills-sets are needed.	
	Appoint a team facilitator to mentor team members and coordinate management of the team.	
	Delegate authority and responsibility to the team.	
Practice cross-training and cross-utilization.	Cross-train employees in similar job functions to increase scheduling flexibility, reduce job tedium or repetitiveness and increase employee engagement.	
	Regularly rotate employees through positions for which they have been trained.	
	When demand for workers in one part of the organization declines (either temporarily or permanently), train workers for other responsibilities elsewhere in the organization.	
Design a safe, productive, and healthy work environment.	Provide uniforms, safety equipment, and resources necessary to carry out the job safely and efficiently.	
	Design jobs ergonomically to prevent injuries.	
	Promote and support health and safety (provide on-site access to physiotherapist, provide stretching breaks, etc.).	
	Total Score	

Interpreting Your Score

22 to 27	Congratulations, you are well on your way to becoming an Employer of Choice.
16 to 21	Though you clearly apply many of the best practices, you would benefit from a greater understanding of the concepts.
1 to 15	You haven't mastered the practices, but since you've taken this questionnaire, you value becoming an Employer of Choice.

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