

2027 HR Readiness Check Worksheet



A PRACTICAL FIRST STEP FOR 2027

2027 HR Readiness Check

Identify the HR practices that need attention. Choose three priorities to work on first.

Organization _____ Completed by _____

Date _____ Provinces / territories _____

Mark one response for each question. Consider what happens in practice, not just what is written in a policy.
Use "Not sure" when you need to confirm.

01 Hiring and workplace foundations	In place	Needs attention	Not sure
01 Are job requirements and interview questions consistently tied to the role?	☐	☐	☐
02 Are employment agreements reviewed and signed before work begins?	☐	☐	☐
03 Does onboarding cover key policies, responsibilities and required training?	☐	☐	☐
04 Are workplace policies current, accessible and acknowledged by employees?	☐	☐	☐
05 Do HR processes account for each jurisdiction where employees work?	☐	☐	☐

02 Everyday people management	In place	Needs attention	Not sure
06 Are hours, overtime, vacation and payroll records reviewed for accuracy?	☐	☐	☐
07 Is there a clear process for requesting and managing employee leaves?	☐	☐	☐
08 Do managers know how to recognize and refer accommodation requests?	☐	☐	☐
09 Are performance expectations, feedback and follow-up documented?	☐	☐	☐
10 Do managers know when to involve HR before taking disciplinary action?	☐	☐	☐

03 Risk, response and follow-through	In place	Needs attention	Not sure
11 Do employees know how to report harassment or workplace concerns?	☐	☐	☐
12 Is there a clear process for assessing complaints and arranging investigations?	☐	☐	☐
13 Are employee records protected and access permissions reviewed?	☐	☐	☐
14 Are proposed terminations reviewed before decisions are communicated?	☐	☐	☐
15 Is someone responsible for tracking HR changes and updating practices?	☐	☐	☐

Turn your answers into next steps

Review every "Needs attention" and "Not sure" response. Verify what is missing, then choose priorities based on urgency and potential impact. This is a planning tool, not a compliance score.

My three priorities for 2027

	Priority / issue	First action	Owner	Target date
1				
2				
3				

Ready to put your priorities into action?

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