



## Business Self-Assessment Checklist

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### Workplace Needs and Policies

- How does our business view family issues?
- What attracts employees to our workplace?
- What causes them to stay or leave?
- Why do we want to help employees with child care?
  - Enhance recruiting?
  - Reduce absenteeism?
  - Reduce turnover?
  - Increase productivity and morale?
  - Enhance our public image?
  - Prepare a future workforce?
  - Be at the forefront of employee benefits?
- What policies or benefits do our competitors offer?
- How do they help working families?
- How are our personnel policies communicated?
- How are our employees using their benefits?
- What are the costs of the benefits that we provide?
- What is our turnover rate?
- What are our costs associated with turnover?
  - Lost time?
  - Recruitment?
  - Retraining?
  - Moving expenses?
- Do our personnel policies need to change to meet the needs of working parents?
- What indicates that this change is needed?
- Could we benefit from additional tax write-offs, such as:
  - Itemizing child care benefits as ordinary/necessary business expenses?
  - Making deductible charitable contributions to nonprofit child care programs?

## Workforce Profile

- How many of our employees are:
  - Near retirement?
  - Young parents?
  - Parents of more than one child?
  - Single parents?
  
- Do our current business plans include expansion requiring additional employees?
  
- If so, do we need to attract a new or different employee population?
  
- What does that population look like?
  
- Which shifts are the hardest to recruit employees for?
  
- How many employees do we have at different sites?
  
- Which sites are the hardest to recruit employees for?

## Management Issues

- What are the attitudes of supervisors toward the workplace needs of working parents?
  
- What are our supervisors' attitudes about child care benefits?
  
- How will we get the truest expression of employee needs?
  - In focus groups?
  - By using a written survey?
  - By interviewing supervisors?
  
- How much are we able to allocate to child care annually?
  
- When is the most appropriate time to propose a family-responsive change in policy?

Adapted from *Hawaii's Business Guide to Child Care*, Nina Sazer-O'Donnell, *The Business/Child Care Connection: A Project of PATCH*, 1991. Reprinted with permission.



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