# READINESS CHECKLIST

Conduct a basic assessment to determine where your organisation is at and identify the steps you may need to take to implement an inclusive, local labour recruitment Grow Your Own (GYO) program.

## LEADERSHIP

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| | The recruitment of local labour has been identified as a strategic business priority. |
| | The advancement of local recruits (e.g. through succession planning, mentoring, skills development and / or job coaching) has been identified as a strategic business priority. |
| | Leadership has expressed organisational support for the goal to prioritise the employment and development of local labour. |
| | Managers and department heads with recruitment authority have been educated about local employment goals and are empowered to make program decisions. |

## RESOURCING AND ACCOUNTABILITY

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| | A specific position has been allocated to oversee the GYO program and coordinates other staff members who may be involved. |
| | Representatives within the organisation who are involved in program have been tasked to meet regularly to share information, and discuss and review progress. |
| | Clear definitions for inclusive, local labour recruitment exist and are understood by those with recruitment authority. |
| | Managers and department heads with labour recruitment authority are evaluated on their performance in meeting inclusive, local labour recruitment goals. |
| | Progress is reported to the leaderships team / board on a regular basis. |

## COMMUNITY AND PARTNERSHIP ENGAGEMENT

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| | Stakeholders working within the target geographical location and involved in issues of cooperative economic development; education, training and employment support; or who have links to local labour diversity and minority groups have been identified as potential partners |
| | Other businesses with interrelated labour needs have been identified as potential partners |
| | Community engagement processes have been identified (e.g. group forums, one-on-one meetings) to discuss local health needs and labour gaps, and communicate priorities around local and diverse labour hire goals |
| | Regional clusters have been formed to leverage increased awareness of careers and local job opportunities in health |

## DATA AND REPORTING INFRASTRUCTURE

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| | Current evaluation process can capture program outcomes as well as costs, savings and in-kind contributions. |
| | Current software system can track the status of spending on local labour recruitment and easily generate reports |
| | Data can be collected on the growth of local employment (number of jobs created, types of jobs, job location etc) |
| | Data can be collected to track the development and progression of local recruits |
| | System in place so that future labour recruitment needs can be assessed and communicated to partners |