

Sample Best Practices for Staff Management

There are many resources that list best practices for human resources management in the nonprofit sector. This list is based on Imagine Canada's Level 1 standards for organizations of up to ten employees. <https://www.imaginecanada.ca/en/standards-program>

- The organization has written HR management policies that, at minimum, comply with employment laws, human rights, health and safety laws, and other applicable legislation.
- The organization's HR management policies are accessible to employees.
- The organization's HR management policies are reviewed by the board, a board committee or senior staff every three years and are revised if necessary.
- Employees are recruited and selected through an objective, consistent process that, at minimum, complies with human rights legislation.
- All individuals offered a position are given a letter of employment that outlines the terms of their employment.
- All employees who are new to the organization or new to their position are provided with appropriate orientation and training.
- All employees have a work plan or a set of performance objectives that identify their tasks and activities, and outline the expected results of these tasks and activities.
- The performance of each employee is assessed at least once a year.