

ER Skills Assessment

My Name:

Date:

As well as considering your experience, you first need to think about your **skill level** for the different areas of Employee Relations. This checklist assesses what you think your skill level is for each area with some pointers on what the measures of success would be. Once you've rated yourself, you can work through how to build both your experience and skills in your development plan.

The rating system for the list is:

RATING: 1 = Excellent, I couldn't improve 2 = Above Average, this is a strength
3 = I am competent but could improve 4 = This is a skill I need to develop

Employee Relations SKILLS	Measure of Success	Rating
1. Ability to understand how legislation applies to different situations.	Ability to design policies and processes that comply with law and solve company processes that are confusing or non compliant.	
2. Excellent listening and questioning skills	Ability to ask probing questions to really understand what an issue is and rephrase information for the manager or employee so they understand the legislation or process.	
3. Ability to remember key points of legislation and case law.	You can normally answer managers or employee's questions about legislation, or you know which part of the legislation to check. You remember when case law applies to a situation and apply that.	
4. Research and analysis skills	Can review relevant information to build a persuasive case when entering union negotiations.	
5. Effective business writing skills to draft union responses.	Union negotiation papers are well written, contain all the relevant information and comply with legislation and good faith.	
6. Effective employment law technical writing skills to draft employment agreement clauses.	Clauses are drafted that cover all legal issues and achieve the intended outcome of the clause.	
7. Effective Influencing and persuasion skills	Building rapport with unions, managers or employees so they can understand and accept your point of view.	
8. Effective negotiation skills.	An acceptable agreement is reached during collective union bargaining.	
9. Ability to understand key issues about diversity and EEO.	EEO and diversity policies achieve the company objectives in this area.	

ER Experience Assessment

My Name: _____

Date: _____

Here is an overview of the levels of **experience** that you can build in Employee Relations. The areas are set out in a logical order of how you should build your experience so you don't get out of your depth. Rate your level of experience and note down what experience you have had. Any areas that are a 3 or a 4 you can add to your development plan.

RATING: 1 = Yes many years experience in this
3 = A small amount of experience in this or assisting a more senior person

2 = A good amount of experience with this
4 = No experience in this area

1. Attending training or studying the Employment Relations Act 2000 & amendments.

2. Attending training or studying other employment legislation including the Holidays Act, the Juries Act, the Parental Leave Act, Volunteers Protection and the Criminal Record Act.

3. Attending training or studying the Health and Safety in Employment Act.

4. Attending training or studying legislation relating to remuneration including the Wages Protection Act and the Minimum Wage Act.

5. Preparing letters of offer based on standard employment agreements.

6. Rewriting or drafting Individual Employment Agreements.

7. Rewriting or drafting Collective Employment Agreements.

8. Discussing and negotiating Individual Employment Agreements with individual employees or groups of employees.

9. Researching and preparing information for a Collective Agreement negotiation.

10. Participating in a collective negotiation as a note taker or observer.

11. Being in the bargaining party in a collective agreement negotiation.

12. Leading a collective negotiation.

13. Dealing with the union's enquiries about employees.

14. Developing or monitoring an EEO policy.

Employee Relations Skills Builder

Once you've worked through assessing your skills and experience, you can pick out the things you want to work on improving. Below are some suggested ways to build your skills or experience.

Experience or Skill	Suggestions
Understanding Employment Legislation	<ul style="list-style-type: none"> • Complete a tertiary employment law paper • Read the legislation!! CCH produce a book that has all employment legislation in it, or Richard Rudman has a condensed guide to the law. The legislation is also available on the internet • Read through the Department of Labour site which has guides and frequently asked questions about legislation • If you can't attend formal training then read through the legislation and sum up each act in bullet points for yourself. • Attend Elephant Training's Employment Law in 4 Hours which focuses on applying legislation to real life
Keeping up to date on case law	<ul style="list-style-type: none"> • Subscribe to Brookers Employment Law service. You can sign up for a daily email that gives you the key headlines about employment and one employment related case. • Some law firms give you an update on case law and legislation changes • Read the paper regularly. They often report on interesting cases although the level of detail is not always very in depth.
Writing Individual Employment Agreements	<ul style="list-style-type: none"> • Read through the Department of Labour website Employment Agreement builder and see what clauses they recommend, then compare to yours. • Work through your company employment agreements (individual and collective) with a senior HR person, then help to draft employment agreements and letters of offer yourself. • Review and redrafting employment clauses (with advice from a senior HR person or lawyer). • Work through your company contractor agreements and then prepare these yourself.
Conducting Collective Bargaining	<ul style="list-style-type: none"> • Being involved in a collective bargaining process – either as an observer or to take minutes and prepare agenda's etc. If you can't be involved, see if you can debrief with a senior HR person who is involved and read the submissions and discuss what happened in bargaining. • Read cases about collective bargaining and discuss with a senior HR person what happened and what the problems were. • Assist a negotiation team with preparing paperwork and documentation, discussing negotiation strategy and putting together proposals from the employer side.
EEO and Diversity	<ul style="list-style-type: none"> • Read through the EEO trust website • Talk to another HR person about what their company's EEO practises are • Review your EEO and diversity policies and practises and come up with ideas on what you could change or improve and discuss these with a senior HR person.

If you have any suggested ways to build skills that you think should be added to the Employee Relations Skills Builder, please let us know. We hope you found something useful to try!