

Appendix 2: Business Self-Assessment Checklist¹

Corporate Needs and Policies

- How does our business view family issues?
- What attracts employees to our company?
- 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?

(continued)

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?

¹ *Hawaii's Business Guide to Child Care*, Nina Sazer-O'Donnell, The Business/Child Care Connection/A Project of PATCH, 1991. Reprinted with permission.