

HR Monthly Newsletter

June 2025

Why Filing and Documentation Matter: Protecting the Organization.

Proper documentation isn't just an HR best practice, it's a safeguard for both employees and the organization. Whether it's recording performance notes, keeping copies of certifications or submitting time-off requests, accurate records help ensure clarity, consistency and compliance.

What to document:

- Performance reviews, disciplinary actions, certifications, policy acknowledgements, personnel records, payroll records, education and training documentation, health and safety processes.

Boosts employee trust:

- When employees see that decisions are based on documented facts rather than hearsay or bias, it builds a culture of fairness and transparency.

Supports organizational memory:

- people come and go, but accurate documentation ensure continuity and understanding over time. It helps leadership changes pick up where others left off.

Supports performance management:

- Ongoing notes and documentation help track progress over time, making performance reviews more objective and meaningful.

Prepares for Leadership Transitions:

- When a leader leaves, having proper documentation in place ensures a smoother handoff and less disruption to the team or department.

Enhances Communication:

- Documentation ensures that everyone is on the same page, especially in cases involving expectations, feedback, or policy changes. It eliminates ambiguity and reinforces key messages.

HR Tip of the month

Address Employee Burnout before it happens: preventing burnout should be a priority in creating a sustainable and healthy work environment. Here are strategies for mitigating burnout:

- **Monitor workloads:** keep an eye on employees' workloads and ensure that no one is consistently overloaded with tasks. Offer support or redistribution of work when necessary.
- **Clear expectations and communication from leadership:** be a proactive leader and help your employees avoid burnout by regularly discussing job responsibilities, workloads, priorities and performance to ensure organizational alignment.
- **Support mental health:** provide access to resources like counselling or stress management workshops to help employees manage their well-being.

Curiosity Mindset

Listen to Understand, Not just to Respond: curiosity thrives when you listen with the intent to learn, not just solve the problem. Use open-ended questions in interviews, coaching and check-ins. Allow silence, sometimes the best insights come after a pause!

Explore employee experience from multiple angles: get curious about how different people experience policies, culture, or communication. Engage with employees from different roles, departments and backgrounds.

Challenge assumptions and norms: question "how we've always done it." Evaluate policies for fairness, effectiveness, and relevance. Involve diverse voices in discussions to uncover blindspots.