

Good Job Inventory: Understand and Measure the Quality of Jobs You Offer

How good are the jobs in your small business? Use this tool to check what you're doing well and where you can improve. Find out which elements of a good job you already have and get ideas for making your jobs even better in the future. This will help both your employees and your business grow.

As a business owner, creating good jobs is about more than just filling positions. Good jobs are essential to creating thriving families, strong communities, and successful businesses. A good job increases your employees' satisfaction and builds loyalty. Investing in good jobs can also improve your own quality of life; when your employees are happy, productivity can increase, reducing operational costs. This leads to a stable workforce and bottom line. Here's what makes a job "good":

- Meets basic needs (food, housing, healthcare)
- Offers growth, recognition, and wealth-building opportunities
- Values all employees, regardless of background
- Considers employee input

How to use this tool:

1



Read and reflect on each statement carefully.

2



Check the box next to items you are already doing in your business.

3



For unchecked items, consider which ones you want to prioritize and create a plan.

Complete this inventory to discover how you can enhance job quality in your business. The results will guide you in adding features that attract and retain a strong workforce, ultimately strengthening your company. Remember to involve your employees in this process - their input is valuable. You can gather their thoughts directly or through a survey.

→ **Note:** Creating good jobs is a journey, and every business is unique. Use this tool as a guide to help you create a plan that fits your specific situation and goals. There's no one-size-fits-all approach, so focus on improvements that make the most sense for your business and employees.

✓ Hiring and Onboarding

- ☐ My business has written job descriptions.
- ☐ My business uses an unbiased consistent process to select the best employee based on skills, experience and qualifications.
- ☐ My business follows a standard onboarding process.
- ☐ My business communicates its company purpose and values.
- ☐ My business has an Employee Handbook.
- ☐ My business has a Workplace Safety Plan.

✓ Compensation

- ☐ My business offers a living wage to my employees. → **NOTE:** Not sure? Here, you can find out what the [living wage](https://livingwage.mit.edu/)^o is.
- ☐ My business offers opportunities for pay increases including yearly cost of living adjustments.
- ☐ My business offers bonus and/or incentive programs.
- ☐ My business offers profit-sharing or employee ownership opportunities (this may include stock options and employee trusts or cooperatives)

✓ Benefits and Perks

- ☐ My business offers at least two of the following: Sick leave, Paid time off or Unpaid leave. → **NOTE:** In addition to the Family and Medical Leave Act (FMLA) and the Americans with Disabilities Act (ADA), be sure to check any state laws that may affect what you are required to offer
- ☐ My business offers a savings or retirement plan.
- ☐ My business offers wellness programming (this may include, exercise classes, meals/snacks, educational opportunities, volunteering opportunities, on -site medical services, or employee assistance programming etc.)
- ☐ My business offers health insurance.
- ☐ My business offers life, disability or other supplemental insurance options.
- ☐ My business offers transit, housing or other allowances.

✓ Workplace Culture

- ☐ My business has communication practices that encourage and respond to employee feedback (some examples include staff meetings, employee surveys and one-on-one check-ins)
- ☐ My business has an employee appreciation program.
- ☐ My business celebrates employee diversity through the recognition of employee success, training and/or mentorship programs.
- ☐ My business ensures that all individuals (including those that are disabled) have equal access to resources, opportunities and services.
- ☐ My business has a zero-tolerance policy for discrimination and harassment.

✓ Employee Development and Advancement

- ☐ My business offers staff training.
- ☐ My business offers ongoing professional development opportunities.
- ☐ My business offers employee performance evaluations.
- ☐ My business offers management opportunities.

✓ Operations

- ☐ My business offers flexible work arrangements like flex-time or working longer hours and fewer days per week.
- ☐ My business offers a consistent number of work hours that support employee stability.
- ☐ My business offers consistent scheduling that gives a minimum of two weeks notice. → **NOTE:** Does your city or state have [predictive scheduling laws](https://www.dol.gov/agencies/whd/fact-sheets/56b-scheduling-penalties-regular-rate)[^] to abide by?
- ☐ My business is an environment that protects and promotes people's health, safety and wellbeing.
- ☐ My business has policies and procedures that promote the well-being of all employees.

^o <https://livingwage.mit.edu/>

[^] <https://www.dol.gov/agencies/whd/fact-sheets/56b-scheduling-penalties-regular-rate>