ARCORO®

How Mature is Your Company's HR Function?

Use this quick self-assessment to identify your current HR maturity level and determine your immediate next steps based on success we've seen with thousands of construction companies.

Instructions: Select the answer that best describes your organization today. Your answers will reveal your maturity level and priority actions.

1. **How many dedicated HR professionals does your company employ?**
   a) 0 (HR handled by admin, finance, or office manager)
   b) 1 HR generalist
   c) 2-3 HR staff
   d) 4+ HR staff with specialized roles

2. **How integrated are your HR systems?**
   a) Not integrated—we use spreadsheets or standalone systems
   b) A few systems partially share data
   c) Most systems are integrated
   d) Fully integrated platform with all systems sharing data automatically

3. **Which best describes your onboarding process?**
   a) No formal process
   b) Informal, manager-driven onboarding
   c) Mix of in-person and digital with some structure
   d) Structured program delivered consistently
   e) Automated digital onboarding integrated with HR systems

4. **Does your company offer structured leadership training for supervisors/foremen?**
   a) No structured program
   b) Limited or occasional training
   c) Formal program in place with regular sessions
   d) Comprehensive program tied to business outcomes and succession planning

5. **What percentage of new hires leave within their first 90 days?**
   a) More than 10%
   b) 5-10%
   c) Less than 5%
   d) We don't track this metric

6. **How would you describe your company's growth over the past 3 years?**
   a) Declining or flat
   b) Growing slower than peers
   c) Growing at industry average
   d) Growing faster than peers

7. **Which HR capabilities do you currently have?** *Check all that apply. Each answer is worth one point.*
   ☐ Payroll system
   ☐ Time tracking
   ☐ Recruiting/applicant tracking
   ☐ Benefits administration
   ☐ Performance management
   ☐ Workforce analytics
   ☐ AI tools for HR processes
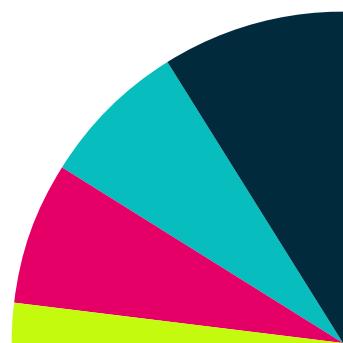
Your Maturity Level

Add your responses: _____

Scoring guide:

- Answer a = 1 point
- Answer b = 2 points
- Answer c = 3 points
- Answer d = 4 points

Your level:

7-12 → You're at Level 1-2 (Early Stage/Compliance-Focused)

13-18 → You're at Level 3 (Emerging Strategic Role)

19-24 → You're at Level 4 (Operationally Strong)

25-32 → You're at Level 5 (Highly Strategic)

Your Immediate Next Steps:

Level 1–2: Build Your Foundation

1. Integrate payroll and time tracking systems
2. Create a documented 90-day onboarding checklist
3. Start basic supervisor training on communication and engagement

Level 3: Formalize and Expand

1. Expand system integration to recruiting and benefits
2. Establish a formal quarterly leadership development program
3. Begin tracking key workforce metrics (turnover, time-to-fill, cost-per-hire)

Level 4: Optimize with Data

1. Implement workforce analytics to predict trends
2. Pilot AI tools for high-volume tasks like resume screening
3. Connect leadership training to measurable business outcomes

Level 5: Lead with Innovation

1. Expand AI adoption across HR processes
2. Use predictive analytics for workforce planning
3. Build succession planning programs using your analytics insights