

# HR Bottleneck Evaluation Tool

Every business hits people problems — unclear roles, weak accountability, or missing systems that quietly slow growth.

This quick check helps you spot those hidden HR gaps so your team, process, and profits get back in sync.

Answer honestly. It takes just a few minutes and shows you exactly where to focus first to fix what's holding your business back.

## Structure. Scale. Smile.

### Section 1: Sales & Conversion

Are poor hiring or lack of training hurting your sales?


Do your salespeople have scripts/rebuttals for handling objections?

Are leads followed up on time before they go cold?

Do new sales hires receive proper onboarding and guidance?

### Section 2: Roles, KRAs & Accountability

Are roles and KRAs clearly defined for each team member?


Is it clear how each person adds value to the business?

Do low performers remain on the team due to lack of backup?

Do team members often feel lost or unclear about their tasks?

### Section 3: Compensation & Motivation

Do you find it difficult to justify salaries to your team?


Is performance linked to growth, promotions, or incentives?

Do you review performance before and after task assignments?

Are employees asking for raises without delivering results?

Are employees doing regular self-assessments or receiving feedback?



## Section 4: Work Culture & Balance

Yes      No      Not Sure

Do you or your managers need to micromanage frequently?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Is the onboarding/offboarding process documented and followed?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Are long hours or poor planning affecting work-life balance?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Are changing expectations confusing or stressing your team?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Are meetings and reviews planned properly or always last-minute?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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## Section 5: HR Systems & Processes

Do you have clear HR policies, SOPs, and compliance systems in place?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Do employees know how their work is reviewed and rewarded?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Is HR seen as a true support system rather than just admin overhead?

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## Scoring Guide

Count how many times you answered No or Not Sure:

0–4: Great! You're on track. Just refine a few things.

5–10: Some gaps exist. Fix them before they slow you down.

11+: Warning signs! Your HR system may be blocking growth.

## A Note from Ameet Mukherji

“After building and scaling multiple start-ups to 750+ people, I've learned one thing: if your people systems don't work, your business won't grow. If this checklist highlighted even a few issues, let's talk. I'd love to help you turn things around.”