

# Labor Resilience Checklist for Pavement Contractors

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Use this checklist to identify your workforce vulnerabilities, systematize your operations, and build a business that performs consistently — regardless of who's on the team on any given day.

## Section 1 — Key Person Risk Audit

- Who in your business holds critical knowledge that isn't documented anywhere? \_\_\_\_\_
- Which role, if vacated tomorrow, would cause the most disruption?  
\_\_\_\_\_
- Which operational processes currently exist only in someone's head?  
\_\_\_\_\_
- How many weeks would it take to fully onboard a replacement for your most critical role? \_\_\_\_\_

**Action: For each key person risk identified, create a documentation task in Commander ERP Projects module.**

## Section 2 — Onboarding Efficiency Assessment

- How many days does it currently take a new crew member to become fully productive? \_\_\_\_\_
- Is there a documented onboarding task sequence for new hires? Yes / No
- Do new hires have structured task assignments from day one? Yes / No
- Is onboarding knowledge centralized in the ERP — or does it live with one person? ERP / One Person

**Action: Build a standard onboarding task sequence in Commander ERP Task Schedule for each role type.**

## Section 3 — Time Tracking & Labor Cost Visibility

- Are all crew hours currently logged against specific projects? Yes / No
- Do you know your actual labor cost per project type? Yes / No
- Are time logs verified before payroll runs — or trusted as submitted? Verified / Trusted
- How long does payroll processing currently take each week? \_\_\_\_\_ hours

**Action: Enable Time Tracker in Commander ERP for all crew members — connect to Payroll module.**

## Section 4 — Employee Performance & Retention

- Can you identify your top 3 performing crew members by data — not gut feel?  
Yes / No
- Have you made a retention offer to any employee in the last 12 months? Yes / No
- Do you know which employees are at highest risk of leaving? Yes / No
- What is your average employee tenure? \_\_\_\_\_ years / months

**Action: Run Employee Dashboard in Commander ERP — identify top performers and flag retention risks.**

## Section 5 — Internal Communication Reliability

- How do you currently communicate schedule changes to field crews?  
\_\_\_\_\_
- How often do communication breakdowns cause operational problems?  
Rarely / Sometimes / Often
- Do all crew members have access to the same operational information? Yes / No
- Is there a centralized communication channel all employees check regularly?  
Yes / No

**Action: Set up Commander ERP News Bulletin as the primary internal communication channel.**

## Section 6 — Labor Resilience Score

**20–25 checks:** Strong labor resilience — focus on continuous improvement.

**14–19 checks:** Moderate risk — prioritize key person documentation and Time Tracker setup.

**Under 14 checks:** High vulnerability — implement Commander ERP workforce modules immediately.