CIPD

Transparent decision-making checklist

Decision-making checklist ✓

1	**Research** Review each of the choices that could resolve the dilemma against the standards of your profession or regulator. If you are unsure of any details, seek advice. Obtain evidence for and against each option. Refer to any relevant organisational policies and procedures. Are there any legal implications for each choice? Are there any dilemma perceptions/misconceptions that need to be addressed? Will there be any resistance to each of the options to resolve the dilemma? Why? Who needs to support the final choice? Is any consultation needed with those affected or with any experts? If you are unsure of any details, seek advice. Be prepared to revise your preferred choice. Discuss with colleagues and someone independent from the dilemma, such as a CIPD member	
2	**Options** What scenarios will follow each choice? Have ALL alternatives been fully explored? What is the impact of each choice? Who benefits the most and the least? Consider ALL stakeholders. How does each choice relate to the organisation's values and code of ethics? Do any of the options set an ethical example to others in the organisation? Be honest about whether you have any bias towards some or all of the options. What would another people professional do in your position? Taking all of the above into consideration, choose the best option.	
3	**Test** Am I comfortable with the selected solution? If not, why? Is the solution transparent and is supporting evidence available? Inform your senior team and gain consensus to support the solution.	
4	**Act** Be confident with the solution chosen. Be transparent with the people involved in that decision and be prepared to share the evidence.	