

# Quick HR Audit Checklist

This quick audit can give you an idea of where you should be focusing your energies moving forward. When deciding upon your rating, think about how others in the organization may view/rate this activity. For each item listed below, rate your organization with the following scale:

- Very good (complete and current) 3 Points
- Adequate (needs some updating) 2 Points
- Weak (needs significant improvement) 1 Point
- Does not exist 0 Points



## Legal Compliance

- Wage and Hour Laws
- Employment-at-Will Statements
- FMLA
- ADA
- Employment Law Posters
- Completed Form I9s



## Recruiting Employees

- Current Job Descriptions
- Recruitment Procedures
- Interview Guides
- Interview Training
- OSHA Guides for Each Job
- On-Boarding Program



## Keeping Employees

- Compensation Strategy
- Employee Handbook
- Formal Disciplinary Procedures
- Personnel Files
- Current Benefits Program
- Employee Feedback Survey



## Developing Employees

- Job Training
- Employee Development
- Performance Appraisals
- Employee Recognition
- Cultural Ambassador
- Mentor Programs