

HR AUDIT

Rate as "3" if Current, in Compliance, and Effective; "2" if in Compliance but Changes Recommended to Enhance Effectiveness; "1" if Out of Compliance or Ineffective; "0" if Not in Place

Legal Compliance	Rating	Comp/Salary/Benefits	Rating	Employment/Recruiting	Rating
Contractor vs. Employee Practices vs. Policy	_____	Strategically Aligned	_____	Strategic Approach	_____
Policy Review	_____	Salary Ranges	_____	Budgetary Approval	_____
Policy Communication	_____	Salary Surveys	_____	Written Procedure	_____
Employee Conflict Resolution	_____	Increases, Results Based	_____	Job Specifications	_____
Law Suit Experience	_____	Job Evaluation Process	_____	Job Description	_____
EEO Requirements	_____	Externally Competitive	_____	Online Applicant Def	_____
AAP (if required)	_____	Internally Equitable	_____	Quality of Applicants	_____
FLSA Compliance	_____	Bonus Structure	_____	Legal Application	_____
Regulatory Postings	_____	Pay is Defensible	_____	EEO Recordkeeping	_____
Legal Hiring Processes	_____	Exempt vs. Non-Exempt	_____	Valid Testing	_____
Legal Terminations	_____	Benefits are Competitive	_____	Formal Offer	_____
Harassment Training	_____	ERISA/SPD Compliant	_____	Reference Checks	_____
Supervisor HR 101 Training	_____	Employees Understand Pay	_____	Objective Interviewing	_____
OSHA and Wellness	_____	Communication Schedule	_____	% of Successful Hires	_____
		FMLA/WC/ADA	_____	Immigration Regs	_____
Orientation	Rating	Training and Development	Rating	Financial Review	Rating
Timely	_____	Job Specific Skill Set	_____	Sales Per Employee	_____
Introduction to Staff	_____	Dept. Specific Skills	_____	Profit Per Employee	_____
Introduction to Company	_____	Corporate Knowledge	_____	Comp/Benefit Budget	_____
Regulatory Training	_____	Strategic Focus	_____	Organization Structure	_____
Technology Training	_____	Competency Focus	_____	Turnover Rate	_____
Policy Review	_____	Leadership Development	_____	Turnover Rate per Mgr	_____
Strategic Objectives	_____	Promotion	_____	Ave. Length of Employment	_____
Feedback Mechanism	_____	Regulatory Basics	_____	Training ROI	_____
New Hire Communication	_____	Training Marketing	_____	Safety Statistics	_____
Performance Management	Rating	Files/Records Maintenance	Rating	Terminations	Rating
Organizational Chart	_____	Personnel Security	_____	At-Will Status	_____
Line of Sight Goals	_____	Recruiting Records	_____	Termination Process	_____
Coaching for Success	_____	Medical Documentation	_____	Termination Legal Review	_____
Employee Branding	_____	Emergency Contact	_____	Exit Interviews	_____
Expectations Clear	_____	EEO/AAP	_____	Disciplinary Consistency	_____
Validity of Perf Mgmt	_____	Yrs Records Held	_____	Healthy Transition	_____
Performance Measurement	_____	Training	_____	RIF Process	_____
Career Development	_____	Performance Mgmt	_____	Responsibility Transferred	_____
Succession Planning	_____	Discipline	_____	Security Processes	_____
New Supervisor Training	_____	HR/Finance Interface	_____	Reference Authority	_____
Employee Satisfaction	_____	Paid Time Off	_____	Internal Communication	_____
Structured Ongoing Reviews	_____	HRIS Security	_____	Exiting Documentation	_____
Employee Recognition	_____	Absenteeism Control	_____	COBRA/benefit notice	_____

How many topics are rated "0", "1" or "2"? Reduce your organization's risk, increase your organization's profits. Take Action! Contact PDHR to Jump-Start Your HR Initiatives, Enhancing Your Profitability

Increasing Profits through People, Performance, and Processes

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