

Conducting an HR Audit



The purpose of the HR Audit is to conduct a more in depth analysis of the HR function to identify areas of strength and weakness and where improvements may be needed. Conducting an audit involves a review of current practices, policies, and procedures, and may include benchmarking against organizations of similar size and/or industry. Areas that should be audited include, but are not limited to: Legal compliance (EEO, AA, ADA, FMLA, IRCA, etc.) Record-keeping (personnel files, I-9s, applications, etc.) Compensation/pay equity Employee relations Performance appraisal systems 3 Policies and procedures/employee handbook Terminations Health, safety and security (OSHA compliance, Drug-Free Workplace, AIDS in the workplace, etc.)