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# Hr Audit Checklist

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## HR Policies & Procedures

- ☐ Employee handbook current
- ☐ Policy acknowledgments on file
- ☐ Code of conduct documented
- ☐ Anti-harassment policy updated
- ☐ Social media policy current
- ☐ Remote work policy established
- ☐ Leave policies compliant
- ☐ Disciplinary procedures documented
- ☐ Grievance procedures clear
- ☐ Whistleblower protections
- ☐ Ethics policy current
- ☐ Safety policies updated

## Recruitment & Hiring

- ☐ Job descriptions accurate
- ☐ Posting procedures consistent
- ☐ Application process compliant
- ☐ Interview documentation complete
- ☐ Reference checks documented
- ☐ Background checks completed
- ☐ Drug screening procedures
- ☐ Offer letter templates current
- ☐ Onboarding checklist used
- ☐ Orientation program effective
- ☐ EEO compliance verified
- ☐ Affirmative action plans

## Employee Files & Records

- ☐ Personnel files complete
- ☐ I-9 forms current
- ☐ Tax withholding forms
- ☐ Emergency contacts updated
- ☐ Medical files separate
- ☐ Confidentiality maintained
- ☐ Retention schedule followed
- ☐ Access controls adequate

- ☐ Digital records secure
- ☐ Document management system
- ☐ Privacy compliance
- ☐ Record disposal procedures

## Compensation Management

- ☐ Pay equity analysis
- ☐ Salary structure current
- ☐ Job classifications accurate
- ☐ Overtime calculations correct
- ☐ Bonus programs documented
- ☐ Commission structures clear
- ☐ Pay increase procedures
- ☐ Payroll processing accurate
- ☐ Time recording systems
- ☐ Wage and hour compliance
- ☐ Minimum wage compliance
- ☐ Prevailing wage requirements

## Benefits Administration

- ☐ Benefits enrollment accurate
- ☐ COBRA compliance
- ☐ HIPAA compliance
- ☐ ACA compliance
- ☐ 401(k) administration
- ☐ Health insurance management
- ☐ Life insurance records
- ☐ Disability management
- ☐ Workers' compensation
- ☐ Unemployment claims
- ☐ FMLA administration
- ☐ Leave tracking accurate

## Performance Management

- ☐ Review process documented
- ☐ Goals and objectives set
- ☐ Performance standards clear
- ☐ Review schedule maintained
- ☐ Documentation complete
- ☐ Feedback mechanisms
- ☐ Improvement plans documented
- ☐ Promotion procedures
- ☐ Succession planning
- ☐ Career development programs
- ☐ Recognition programs

- ☐ Corrective action documentation

## Training & Development

- ☐ Training needs assessed
- ☐ Mandatory training tracked
- ☐ Safety training current
- ☐ Harassment training completed
- ☐ Skills development programs
- ☐ Leadership development
- ☐ Orientation programs
- ☐ Continuing education support
- ☐ Training records maintained
- ☐ Effectiveness measured
- ☐ Budget allocation
- ☐ External training tracked

## Employee Relations

- ☐ Communication channels open
- ☐ Employee surveys conducted
- ☐ Exit interviews performed
- ☐ Grievance procedures followed
- ☐ Disciplinary actions documented
- ☐ Termination procedures compliant
- ☐ Severance agreements proper
- ☐ Non-compete agreements
- ☐ Confidentiality agreements
- ☐ Arbitration agreements
- ☐ Union relations managed
- ☐ Labor compliance verified

## Legal Compliance

- ☐ Federal law compliance
- ☐ State law compliance
- ☐ Local ordinance compliance
- ☐ EEOC compliance
- ☐ ADA accommodations
- ☐ FLSA compliance
- ☐ OSHA requirements
- ☐ Immigration compliance
- ☐ Privacy law compliance
- ☐ Posting requirements met
- ☐ Audit trail maintained
- ☐ Legal updates tracked

## Safety & Health

- ☐ Safety programs documented
- ☐ Accident reporting procedures
- ☐ OSHA logs maintained
- ☐ Safety training records
- ☐ Emergency procedures posted
- ☐ First aid supplies adequate
- ☐ Ergonomic assessments
- ☐ Workplace violence prevention
- ☐ Drug-free workplace
- ☐ Return to work programs
- ☐ Medical leave management
- ☐ Wellness programs

## HR Metrics & Analytics

- ☐ Turnover rates tracked
- ☐ Retention metrics analyzed
- ☐ Time to fill measured
- ☐ Cost per hire calculated
- ☐ Absenteeism monitored
- ☐ Productivity metrics
- ☐ Employee satisfaction measured
- ☐ Training ROI calculated
- ☐ Benefits utilization tracked
- ☐ Diversity metrics monitored
- ☐ Compensation benchmarking
- ☐ HR dashboard maintained

## Technology & Systems

- ☐ HRIS data integrity
- ☐ System security adequate
- ☐ Access controls appropriate
- ☐ Backup procedures tested
- ☐ Data privacy protected
- ☐ Integration functioning
- ☐ Reporting capabilities used
- ☐ Self-service portals working
- ☐ Mobile access secure
- ☐ Automation opportunities identified
- ☐ System updates current
- ☐ Disaster recovery planned

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