



WriteVoice.io - Talk, don't type. It's 4x faster.

# Human Resource Audit Checklist

Free Human Resource Audit Checklist with AI customization. Industry-specific guidance for human resource audit checklist. Build your checklist now.

## HR Strategy & Planning

- ☐ HR strategy aligned with business goals
- ☐ Workforce planning conducted
- ☐ Succession planning in place
- ☐ Organizational design appropriate
- ☐ Job descriptions current
- ☐ Competency frameworks defined
- ☐ HR metrics established
- ☐ Budget planning adequate
- ☐ Resource allocation optimal
- ☐ Technology roadmap defined
- ☐ Change management ready
- ☐ Continuous improvement active

## Recruitment & Selection

- ☐ Recruitment policy documented
- ☐ Job posting procedures consistent
- ☐ Sourcing strategies diverse
- ☐ Application tracking system used
- ☐ Screening process standardized
- ☐ Interview guides developed
- ☐ Reference checks documented
- ☐ Background checks completed
- ☐ Drug testing compliant
- ☐ Offer letters standardized
- ☐ Onboarding program structured
- ☐ New hire feedback collected

## Employee Records

- ☐ Personnel files complete
- ☐ I-9 forms compliant
- ☐ Tax documents current
- ☐ Medical records separated
- ☐ Confidentiality maintained
- ☐ Access controls enforced
- ☐ Retention schedule followed
- ☐ Electronic records secure

- ☐ Data privacy protected
- ☐ Audit trail maintained
- ☐ Disposal procedures secure
- ☐ Archive system organized

## Compensation & Benefits

- ☐ Compensation philosophy defined
- ☐ Pay equity analyzed
- ☐ Salary surveys conducted
- ☐ Job evaluations current
- ☐ Merit increase process fair
- ☐ Bonus programs documented
- ☐ Benefits competitive
- ☐ Enrollment accurate
- ☐ COBRA administered properly
- ☐ Leave policies compliant
- ☐ Workers' comp managed
- ☐ Retirement plans compliant

## Performance Management

- ☐ Performance system documented
- ☐ Goals aligned with objectives
- ☐ Review cycle consistent
- ☐ Feedback regular and documented
- ☐ Ratings calibrated
- ☐ Development plans created
- ☐ Recognition programs active
- ☐ Corrective action progressive
- ☐ Documentation complete
- ☐ Training for managers provided
- ☐ System effectiveness measured
- ☐ Continuous feedback encouraged

## Training & Development

- ☐ Training needs assessed
- ☐ Development programs offered
- ☐ Compliance training tracked
- ☐ Leadership development active
- ☐ Skills gap analysis done
- ☐ Career paths defined
- ☐ Mentoring programs available
- ☐ Tuition assistance offered
- ☐ Training records maintained
- ☐ Effectiveness measured
- ☐ ROI calculated

- ☐ Succession planning integrated

## Employee Relations

- ☐ Employee handbook current
- ☐ Policies communicated effectively
- ☐ Grievance procedure clear
- ☐ Investigations documented
- ☐ Disciplinary actions consistent
- ☐ Exit process standardized
- ☐ Exit interviews conducted
- ☐ Union relations managed
- ☐ Communication channels open
- ☐ Employee surveys conducted
- ☐ Engagement measured
- ☐ Retention strategies implemented

## Legal Compliance

- ☐ Federal laws compliance
- ☐ State laws compliance
- ☐ Local ordinances followed
- ☐ EEO requirements met
- ☐ ADA accommodations documented
- ☐ FMLA administered properly
- ☐ FLSA compliance verified
- ☐ Immigration laws followed
- ☐ Safety regulations met
- ☐ Privacy laws observed
- ☐ Posting requirements current
- ☐ Documentation adequate

## Health & Safety

- ☐ Safety program documented
- ☐ Training records current
- ☐ Accident reporting system
- ☐ OSHA compliance maintained
- ☐ Emergency procedures posted
- ☐ Ergonomic assessments done
- ☐ PPE provided and tracked
- ☐ Workers' comp claims managed
- ☐ Return-to-work program active
- ☐ Wellness initiatives offered
- ☐ Mental health support available
- ☐ Workplace violence prevention

## Diversity & Inclusion

- ☐ D&I strategy defined
- ☐ Diverse recruitment efforts
- ☐ Bias training provided
- ☐ Pay equity monitored
- ☐ Advancement opportunities equal
- ☐ Accommodation process clear
- ☐ Inclusive policies written
- ☐ Employee resource groups supported
- ☐ Metrics tracked and reported
- ☐ Leadership commitment visible
- ☐ Cultural competence developed
- ☐ Inclusive environment measured

## HR Technology

- ☐ HRIS data accurate
- ☐ System security adequate
- ☐ Access controls appropriate
- ☐ Data privacy protected
- ☐ Backup procedures tested
- ☐ Integration functioning
- ☐ Self-service enabled
- ☐ Reporting capabilities used
- ☐ Analytics leveraged
- ☐ Automation implemented
- ☐ Mobile access secure
- ☐ System updates current

## HR Metrics & Analytics

- ☐ Key metrics defined
- ☐ Data collection systematic
- ☐ Turnover analyzed
- ☐ Retention tracked
- ☐ Time-to-fill measured
- ☐ Cost-per-hire calculated
- ☐ Engagement scores monitored
- ☐ Productivity measured
- ☐ Absenteeism tracked
- ☐ Training effectiveness measured
- ☐ Compliance metrics reported
- ☐ ROI demonstrated

By WriteVoice.io - Talk, don't type. It's 4x faster