

Critically assess the process and use a checkmark to select your answer. Use your answers from this audit to formulate your priorities and organize your HR function.

RECRUITMENT	YES	NO	NEEDS UPDATE
Are there job descriptions for each position within the organization?			
Are all job descriptions up to date?			
Are current employees made aware of job openings within the organization?			
Does the company use job advertisements?			
Are applicants required to complete application forms for open positions?			
Do application forms refrain from asking information about prohibited grounds?			
Are unsuccessful candidates notified?			
Is there a standard offer letter?			
Is there a standard contract? Was it drafted or checked by a lawyer?			
Are all new hires reported to the CRA?			
Are the references of job applicants checked?			
Is attrition/turnover monitored?			
Is cost per new hire being calculated?			
Are hiring costs within budget?			
Is training provided for those who conduct interviews?			

ONBOARDING

Are workplace policies and procedures reviewed with all new hires?

Are company policies and procedures applicable to the work environment?

Are all policies and procedures communicated and enforced?

Is there an employee handbook?

Is the employee handbook specific to your workplace?

Is there an orientation or on-boarding policy?

Are new hires provided an orientation?

Are new hires introduced to others employees, including management?

Are new hires trained appropriately for their job?

LEARNING AND DEVELOPMENT

Are employees provided training for new processes and procedures required to complete their job duties?

Are employees provided with opportunities to develop their existing skills?

Are employees evaluated after completion of training programs?

Are training initiatives within budget?

How are managers and supervisors trained and prepared for their roles?

HEALTH AND SAFETY

Are all employees provided with Health & Safety training?

YES	NO	NEEDS UPDATE
YES	NO	NEEDS UPDATE
YES	NO	NEEDS UPDATE

TOTAL COMPENSATION

Is there a formal pay structure?

Is the pay structure reviewed regularly?

Is there documentation pertaining to hours worked?

Has the compensation plan been communicated to all employees?

Are the appropriate payroll deductions being made?

Are employees paid on time, and is pay free from discrepancies?

Does the compensation structure adhere to employment standards?

Are there procedures developed pertaining to paid time off (vacation, stat holidays, etc.)?

BENEFITS AND PERKS

Is there a benefit plan in place?

Are employees aware of the details of their benefit plans and perquisites?

Who administers the benefits?

Is the employee's health care information kept in a private, confidential location?

Is there a recognition program in place?

PERFORMANCE

Is there a performance management policy in place?

Is the effectiveness of the performance management practices reviewed on a regular basis?

YES	NO	NEEDS UPDATE
YES	NO	NEEDS UPDATE
YES	NO	NEEDS UPDATE

Is the quality and quantity of work evaluated?

Is there a correlation between performance and compensation?

Is there a process for employees to lodge complaints?

Is there a whistleblower policy?

ATTENDANCE MANAGEMENT

Is there an attendance management program?

Is there an effective leave policy in place?

Are workweeks identified and defined?

Are full-time and part-time hours defined?

PRIVACY OF DATA

Are employee files up to date and retained for the appropriate length of time?

Is employee information kept confidential?

Are records of all training (i.e. Health & Safety) received, maintained and updated?

TERMINATIONS

Are exit interviews conducted?

Is the information garnered through

Is there a a progressive discipline policy in place?

Is this policy communicated to all employees?

YES	NO	NEEDS UPDATE
YES	NO	NEEDS UPDATE
YES	NO	NEEDS UPDATE

Do terminations adhere to employment standards with respect to notice, termination pay, etc.?

STRATEGIC HR

Are HR goals in line with those of the organization?

Is there open communication to and from the HR department?

Is the HR department/manager/leader at the same pay level as other senior executives?

Is the HR department/manager/leader consulted by the other senior executives during planning

Are all supervisors and managers trained in all HR policies (discrimination, harassment, health, safety, etc.)

Is there a talent management plan in place?

YES	NO	NEEDS UPDATE