



Human Resources Practices Audit

Within the constraints of time and resources, an HR audit can be as comprehensive or as streamlined as fits a company's needs. The following is a list of key topics to include in an audit:

- ✓ **Employee communications** – Is there a system that is effective?
- ✓ **Required notices and posting** – In compliance?
- ✓ **Recordkeeping** – Are we keeping track of the right things and meeting retention reqs.
- ✓ **Accuracy of timekeeping records** – Time and pay in synch?
- ✓ **Privacy** – HIAPPA compliance in place? Issues of ID theft?
- ✓ **Benefits and health insurance** – Competitive? Over utilized? Under utilized?
- ✓ **Workers' compensation** – Meeting standards? In compliance?
- ✓ **Leave compliance** - “The Bermuda Triangle”
- ✓ **Absenteeism** – Are we tracking? How is excess handled? What is the rate?
- ✓ **Job descriptions** – Do they exist? Are they up to date? In compliance?
- ✓ **Employee handbooks** – Does one exist? How aligned are practices with policies?
- ✓ **Safety and health** – In compliance? What is the TRIR and DART?
- ✓ **Military service** – In compliance?
- ✓ **Compensation** – Is there a system? Is it followed? Does it discriminate? Does it work?
- ✓ **Hiring** – In compliance? Is the system working?
- ✓ **Termination** – Done with dignity and respect? Due process given? Documentation?
- ✓ **Turnover** – What is the rate? Why does it happen?
- ✓ **Employee performance** – How is it measured? Focus on improvement?
- ✓ **Discipline** – Focus on improvement?
- ✓ **Retention** – Why do people stay?
- ✓ **Legal compliance** – Risk analysis
- ✓ **Background checks** – Done consistently? In compliance?
- ✓ **Classification of exempt and nonexempt positions** – In compliance?
- ✓ **Administration** - Process and procedures in place? Documented? Audit proof?

- ✓ **Employee relations** – How does leadership foster good working environment?
- ✓ **EEO** - are we tracking? Are we in guidelines?
- ✓ **Discrimination** – Do the systems unfairly discriminate against protected classes?
- ✓ **Affirmative action** – Required? In compliance?
- ✓ **HR policies and procedures** – Do they support the company aim? Or just the HR department?
- ✓ **Employee surveys** – Are they done? Is there improvement?
- ✓ **Training** – Are leaders trained? Are employees trained?
- ✓ **Reward and recognition programs** – Do they support the company aim?
- ✓ **Drug testing** – Done legally? Effective?

Not every company is 100% aligned, in compliance, or satisfied with answers that come from an audit. When working with New Era Staffing and HR Solutions, the goal is about sustained improvement. We can work with you to put policies and procedures in place that are practical, meaningful, and which help your company grow. You will sleep better at night knowing that deep progress is being made. You will also see how improvement in these areas will raise the bar on all areas of your company. We are confident in this because we have done this time after time.

Isn't It Time?