

# HR AUDIT CHECKLIST

Management	If Yes?
Are the HR goals aligned with the organization?	<input type="checkbox"/>
Are the workweeks clearly defined?	<input type="checkbox"/>
Are the working hours clearly defined?	<input type="checkbox"/>
Is there an open form of communication between HR and other departments?	<input type="checkbox"/>
<b>Recruitment</b>	
Does each position within the organization have a job description?	<input type="checkbox"/>
Are the job descriptions up to date?	<input type="checkbox"/>
Are job openings offered to current employees?	<input type="checkbox"/>
Is the employee turnover rate monitored?	<input type="checkbox"/>
<b>Onboarding</b>	
Do new employees receive a contract and handbook?	<input type="checkbox"/>
Are the onboarding documents up to date?	<input type="checkbox"/>
Do new employees receive the right training?	<input type="checkbox"/>
Do new employees have follow up meetings?	<input type="checkbox"/>
<b>Employee Relations</b>	
Does your organization have a system for performance appraisal in place?	<input type="checkbox"/>
Are your practices in line with your policies?	<input type="checkbox"/>
Do the policies and procedures comply with the federal rules and regulations?	<input type="checkbox"/>
Is there a clear and well communicated process in place for receiving and handling employee complaints/issues?	<input type="checkbox"/>
<b>Training and Development</b>	
Are employees provided with trainings?	<input type="checkbox"/>
Are employees provided with opportunities to further develop their skills?	<input type="checkbox"/>
Are the provided trainings and opportunities within budget?	<input type="checkbox"/>
Do employees receive ongoing feedback?	<input type="checkbox"/>
<b>Documentation</b>	
Do all employees have a personnel file?	<input type="checkbox"/>
Are the personnel files up to date?	<input type="checkbox"/>
Are documents kept for the required duration?	<input type="checkbox"/>
Does the organization comply with the General Data Protection Regulation (GDPR)?	<input type="checkbox"/>

# Basic Human Resource Hr Audit Checklist

**WJ Hussar**



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