

If it's time for HR services in your organization and you're not sure how to start, an audit is a great place as it can highlight "hot spots" for you and help you in avoiding significant and costly future liabilities. Conducting an HR Audit is a valuable business process that helps a company determine what their specific needs are. The results of the audit act as focal points in ensuring solid HR practices are established and to:

- Ensure compliance with employment law
- Reduce and eliminate liabilities
- Correct errors
- Implement best practices
- Educate your leadership team

The audit process is conducted with completion of a questionnaire, interviews with leadership and line staff along with document review. Since the purpose of the audit is fix, comply and be proactive moving forward there could be costs involved beyond the audit. The success of an audit is marked by the development of an action plan put in place beyond the audit process itself. Therefore, securing senior management commitment is critical upfront.

Prior to beginning any audit, defining the parameters of the audit should be set out including:

- Who will be audited?
- What are you auditing?
- What tools will you use to conduct the audit?
- How will results be reported?
- Who will get the results?

Introducing the audit to the leadership team will support the buy in of the process. It can be explained that the purpose of the audit is to:

- Protect them and the company
- Give them a voice with opportunities for change
- Help them understand policies, procedures, and laws
- Gain a better understanding of their roles and responsibilities
- Help them set best practice procedures
- Avoid costly and time consuming litigation

Areas of review for audits include but can be customized for your organization:

<p style="text-align: center;"><b>Human Resources Strategic Planning</b></p> <ul style="list-style-type: none"> <li>• Corporate Strategic Planning</li> <li>• Employee Relations Strategic Planning</li> <li>• Emergency/Contingency Planning</li> <li>• Confidentiality and Information Release</li> <li>• HR Data Collection</li> <li>• HR Business Plan</li> <li>• HR Functions and Process</li> <li>• HR Policy Documentation</li> <li>• HR Policy Implementation</li> </ul>	<p style="text-align: center;"><b>Attracting and Selecting Staff</b></p> <ul style="list-style-type: none"> <li>• Staffing and Recruitment Policies and Procedures</li> <li>• Defining Job Requirements</li> <li>• Defining the Search Strategy</li> <li>• Posting the Job Ad</li> <li>• Interviews</li> <li>• Post Interview Activities</li> <li>• Making an Employment Offer</li> <li>• Closing the Recruitment File</li> <li>• Employee Orientation and Induction</li> <li>• Executive Orientation</li> <li>• New Employee Probation</li> </ul>
<p style="text-align: center;"><b>Performance Management</b></p> <ul style="list-style-type: none"> <li>• Goal Setting and Review</li> <li>• Organizational Design</li> <li>• Corporate Image</li> <li>• Performance Review Policy</li> <li>• Performance Management System</li> <li>• Performance Review Documentation</li> <li>• Attendance</li> <li>• Attendance Management</li> <li>• Training and Development</li> <li>• Succession Planning</li> <li>• Leadership Support and Development</li> <li>• Organizational Change Management</li> <li>• Rewards and Recognition – Performance Improvement</li> <li>• Progressive Discipline-Corrective Action</li> </ul>	<p style="text-align: center;"><b>Pay and Benefits</b></p> <ul style="list-style-type: none"> <li>• Payroll Administration</li> <li>• Compensation Policy (Total Rewards)</li> <li>• Hours of Work</li> <li>• Benefits</li> <li>• Salary Review</li> <li>• Bonus Program</li> <li>• Executive Compensation</li> <li>• Overtime</li> <li>• Stock Options</li> <li>• Payment for Travel and Expenses</li> <li>• Severance Payments</li> <li>• Security of Property</li> <li>• Conflict of Interest</li> </ul>
<p style="text-align: center;"><b>Equity and Management of Diversity</b></p> <ul style="list-style-type: none"> <li>• Employee Relations</li> <li>• Employee Feedback</li> <li>• Management of Complaints</li> <li>• Access to opportunities</li> <li>• Health and Safety</li> <li>• Discrimination and Harassment Prevention</li> <li>• Pay Equity</li> <li>• Communications</li> </ul>	<p style="text-align: center;"><b>Ending the Employment Relationship</b></p> <ul style="list-style-type: none"> <li>• Termination Policy Framework</li> <li>• Retirement</li> <li>• Voluntary Resignations</li> <li>• Layoff and Recall</li> <li>• Disability or death</li> <li>• Termination for Just Cause</li> <li>• Involuntary Terminations – Downsizing, Reorganization, End of Contract</li> <li>• Transition Services</li> <li>• Employee Termination Package</li> <li>• Follow up to Employee Termination</li> </ul>

**Call us today at (705) 431-8546 for a free 30 minute consultation to determine if an audit is what you need.**