

HR AUDIT CHECKLIST

Section Audited:

Audit Date:

Audit Performed By:

Job Title:

Recruitment & Hiring:

	Job descriptions are up-to-date and compliant with applicable laws.
	Recruitment policies follow non-discriminatory practices.
	Pre-employment screenings are performed consistently (background checks, drug testing, etc.).
	Employment offers and contracts are clear and legally binding.
	Interview practices are standardized and non-biased.
	Hiring records are maintained properly (applications, interview notes, offer letters).

Employee Onboarding:

	New hire orientation includes necessary training on company policies, benefits, and culture.
	Employees sign all required documents (e.g., NDA, handbook acknowledgment, tax forms).
	I-9 forms are completed and maintained.
	Benefits enrollment forms are processed within required timelines.
	Employees are introduced to the company's safety protocols.

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Compensation & Benefits:

	Employee compensation is compliant with federal, state, and local wage laws.
	Salary and pay rates are properly documented and communicated.
	Overtime pay is accurately calculated and documented.
	Employee benefits (health insurance, retirement plans, etc.) are communicated and administered correctly.
	Payroll is processed on time, with appropriate tax withholdings.

Employee Classification:

	Employees are correctly classified as exempt or non-exempt.
	Independent contractors are properly classified and receive appropriate documentation.
	Job classifications align with current roles and responsibilities.

Employee Recordkeeping:

	Employee personnel files are complete and include required documents (e.g., contracts, performance reviews, certifications).
	Record retention policies are followed (including I-9 forms, medical records, etc.).
	Employee records are secured and protected from unauthorized access.

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Performance Management:

	Performance reviews are conducted regularly for all employees.
	Feedback is provided on a consistent basis.
	Performance goals are set and tracked.
	Disciplinary actions are documented and compliant with policies.
	Employee recognition programs are in place and effective.

Training & Development:

	Training programs are provided to employees to enhance job skills and meet legal requirements.
	Employees are offered development opportunities.
	Training records are maintained.
	Management is trained in leadership, compliance, and HR policies.

Health & Safety:

	OSHA guidelines and workplace safety regulations are followed.
	Workplace hazards are regularly assessed and mitigated.
	Employees are trained on safety protocols.
	Workers' compensation claims are handled appropriately and records are kept.

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Employee Relations:

	Employee grievances and complaints are handled according to company policy.
	The company's non-discrimination and harassment policies are enforced.
	Exit interviews are conducted and recorded for departing employees.
	Company policies regarding ethics and integrity are communicated and enforced.

Legal Compliance:

	HR policies and procedures comply with applicable local, state, and federal laws (FMLA, ADA, Title VII, etc.).
	The company is in compliance with wage and hour laws, including minimum wage and overtime requirements.
	All necessary state and federal labor law posters are displayed.
	HR has a process for ensuring compliance with employee data protection regulations.

HR Technology & Systems:

	HR software and systems are up to date and secure.
	Employee data is easily accessible and properly stored.
	Data privacy policies and procedures are followed.
	HR systems are integrated to avoid duplication and errors in reporting.

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Employee Engagement & Retention:

	Employee satisfaction surveys are conducted regularly.
	Retention strategies are in place to reduce turnover.
	Exit interview feedback is used to improve workplace culture.
	Employee engagement programs are developed and implemented effectively.

Notes:

Auditor Signature:

Date:
