# HR Audit Checklist

**Your business might be just fine so you may not think you need HR help, but you may be wrong.**

An audit will help your organization understand if the current HR practices help, hinder or have little impact on your business goals. Whether you're just starting your business or experiencing rapid growth, conducting an HR audit can help you evaluate and improve the people on your team, the processes, and procedures you use to run your business.

## Key HR Pillars

| | |
|---|---|
| **Organizational Design** | • What is the reporting structure?<br>• Is there an organizational chart? |
| **Recruiting and Onboarding** | • How do you find new talent?<br>• What is your recruitment process?<br>• Do you offer employment contracts?<br>• How do you set up new employees for success? |
| **Compensation and Benefits** | • Are your salaries competitive in the marketplace?<br>• What is your compensation structure? Bonus, Commission, Rewards<br>• What benefits do you offer? |
| **Employee Relations** | • Describe your culture – are employees happy?<br>• Who represents their interests?<br>• What is your plan to address issues when they arise?<br>• Do you have an Employee Handbook that outlines standards of business conduct?<br>• How do you communicate to employees and how often? Town Halls, Quarterly Business Updates, 1:1s |
| **Compliance and Health & Safety** | • Are you in compliance with all local, provincial/state, and federal laws?<br>• Are you compliant with harassment, discrimination and employment equity legislation?<br>• Are you following Employment Standards?<br>• Do you have an emergency action plan to ensure employee safety?<br>• Are you in compliance with health and safety measures? |
| **Training and Development** | • Are there growth and development opportunities for employees?<br>• How are you planning on keeping them engaged?<br>• Do you do performance management?<br>• Do you empower your leaders and offer new leader training? |

Answer as many of these questions as you can. If you have gaps or areas to be improved on, an HR professional can help you.

## You'll need HR help:

- If you're growing too fast.
- If you're having a culture crisis.
- If you're having communication issues.
- If you're struggling with the people side of things.
- If you have employees and need a sounding board.
- To ensure that your organization is compliant with employment laws and legislation changes.

**HR will support your business, ensure compliance, help keep you in check, and keep the lawsuits away!**

Athina ILIADIS
HR-CONSULTANT

athinailiadis.com