

The HR Audit – Taking an Objective Look

An HR audit involves an objective look at the company’s HR policies, practices, procedures and strategies to protect the company, establish best practices and identify opportunities for improvement. An objective review of the company’s “current state” can help you evaluate whether specific practice areas are adequate, legal and/or effective. The results can provide decision-makers with the information necessary to decide what areas need improvement.



Mitigating Risk

An HR audit can be structured to be either comprehensive or specifically focused, within the constraints of time, budgets and staff. There are several types of audits, and each is designed to accomplish different objectives. Some of the more common types are: Compliance, Best Practices, Strategic and/or Function-Specific. The price of conducting an **HR audit** is very small compared with the potential risk companies take from lawsuits, noncompliance penalties, and failed business strategies.

Customizing the Audit

An HR audit can be formatted in a variety of ways. In order to professionally conduct the audit and then analyze, synthesize and summarize the results of the HR audit, the audit should be formatted according to desired topics. Each topic includes multiple audit criteria that represents the “desired and compliant state” and may include quantitative and qualitative criteria. Depending on the type of audit (E.g. Compliance versus Strategic) examples of Topic Areas may include, but are not limited to:

- Administering HR Programs and Policies (Employee Handbook)
- Sourcing Talent
- Interviewing Talent
- Selecting Talent
- On-Boarding Talent
- Communicating Performance Expectations
- Evaluating and Communicating About Performance Results
- Rewarding and Recognizing Performance
- Communicating with Employees
- Keeping the workplace Safe and Secure

Victoria Fuehrer, can work with your organization to design and conduct an HR Audit that supports your current and future desired business objectives.