

In a HR audit, we examine all the HR processes in an organization and how they are working together or not working together, to the company's benefit. We take a "big picture" approach since there is a **link between the effectiveness of the HR practices in an organization and the productivity of the organization**. Plus, this audit will give you the background you need **to be sure of your compliance with employment laws**.

CAN YOU BENEFIT FROM AN HR AUDIT?

1. Do you comply with federal and state guidelines requiring that certain information must be posted in view of employees and applicants? Yes No Not Sure
2. How are your employee files organized? Do you comply with current Employee Privacy regulations? Yes No Not Sure
3. Jobs are classified as exempt (salaried) and non-exempt (hourly)? Are you confident that your job classification system would pass a Dept. of Labor audit if challenged? Yes No Not Sure
4. Do you comply with all the Federal and State laws and requirements applicable to your company? Yes No Not Sure
5. Are your salaries and wages reasonable, competitive and both externally and internally equitable? Yes No Not Sure
6. Do you understand your responsibilities to regularly provide training and/or information to your employees on legally required topics such as Illegal Harassment Prevention, No Discrimination, changes to benefits, changes to company policies and procedures, etc? Yes No Not Sure
7. Do you have difficulty attracting and/or keeping good, qualified workers? Yes No Not Sure
8. Are you confident that your employees are aware of the work rules in your organization covering items such as: attendance, absences, tardiness, theft, intoxication, drug use, insubordination, confidentiality, no harassment, etc? Yes No Not Sure
9. Is absenteeism a problem for your organization? Yes No Not Sure
10. Is the quality of work or customer service in your organization as high as it could be? Yes No Not Sure

If you answered "**No**" or "**Not Sure**" to any four or more of the Questions, you would benefit greatly from an audit. If you answered No to any one of Questions **1, 2, 3** or **4**, you would benefit greatly from an audit.

WHAT DOES A HUMAN RESOURCES AUDIT COVER?

This audit is a "checklist" approach designed to quickly identify areas of significant concern that might warrant a more detailed review. The following areas will be reviewed during the audit:

- Employee Hiring (Recruitment and Employment)
- Human Resources Policies and Procedures
- Legal Compliance
- Training and Development (staff and supervisor)
- Compensation and Benefits
- Performance Management
- Employee Files and Record-keeping

WHAT WILL AN ORGANIZATION RECEIVE AS A RESULT OF AN AUDIT?

- A report showing the current status of HR practices and recommendations for improvements needed.
- A prioritized HR action plan that can be implemented immediately or in the timeframe desired.

***Note: HR Audit pricing is based on the number of employees, starting as low as \$500.00. You can include additional audits for an additional fee, such as:**

- Safety/OSHA Audit
- FLSA Audit/Job Description Audit
- Employee Handbook Audit

Contact Brenda Gilchrist at 707-526-0877 x11 to arrange your HR Audit today Email: Brenda@TheHRMatrix.com www.TheHRMatrix.com