



Mini HR Audit

Full HR audits should be carried out every 6-12 months to ensure compliance. Here is a mini audit for you to get started on the essentials. Contact us should you decide a full audit is required for your business - we will go in to fine detail and implement plans for change where required.

HR Management

YES NO

- Are there shared values and/or a mission statement? YES NO
- Are HR goals aligned with business goals? YES NO
- Are working hours clearly defined? YES NO
- Are there regular meetings between HR and Managers? YES NO
- Is communication open between HR and all employees and departments? YES NO

Recruitment

- Is there a clear process in place for hiring? YES NO
- Does each role have a job description and are they up to date? YES NO
- Is training given to those conducting interviews? YES NO
- Are applicant background checks and reference checks carried out? YES NO
- Is employee turnover monitored for each department? YES NO

Onboarding

- Are all onboarding documents up to date? YES NO
- Do new employees receive a contract? YES NO
- Is there an employee handbook and is it up to date? YES NO
- Is there an induction plan in place? YES NO

Training & Development

- Are employees provided with training from the right people? YES NO
- Are employees given the opportunity to further develop their skills at a cost to the company? YES NO
- Do employees receive ongoing feedback? YES NO
- Are employees given the opportunity to give feedback on management and the running of the company? YES NO

Notes

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