



COMPANY NAME

Human Resources Compliance Audit/Business Profile Assessment INFORMATION SHEET

OVERVIEW

In order to complete **Human Resources Compliance Audit/Business Profile Assessment**, the Human Resources Factor, LLC, will be reviewing your organization's systems, policies, paperwork and documentation.

In advance of our scheduled visit, we ask for your assistance in compiling several documents and items (see **Attachment A**).

In addition to the document review, we will be meeting with you to discuss how your company addresses key human resources issues (see **Attachment B**) and human resources processes (see **Attachment C**).

In most cases, this information is available in either a policy/procedure, or a simple work flow schematic. Please have your policies, schematics or written explanation available, or simply be prepared to present verbally (and briefly) how COMPANY NAME handles these key human resources issues. Although we request that you have these items ready on the day of the audit, if any items can be provided in advance, please email them to Info@TheHumanResourcesFactor.com in order to expedite the audit. Please remember that the quality of our audit is based upon the quality of information provided to us, so we count on your assistance. In addition to the document review, I will need to meet with you to discuss these processes and expect that will take approximately two-three hours to complete.

LOCATION OF ASSESSMENT

Please make available a private work area where a member of The Human Resources Factor, LLC team can meet and work quietly. Ideally, this area would have access to the internet (not wireless), an electrical outlet, and a work desk/table in a room where we can also talk privately. In some cases, we may request (and will need access to a copy machine) to make copies of the documents presented in order to retain in our audit file, however, this shall only be done with permission from COMPANY NAME. Although we do not anticipate any issues, if information is not available on the day of the audit, we shall request that COMPANY NAME provides this information within 48 hours of the audit. Additionally, if further research is needed beyond the date of the audit on a specific finding and this then necessitates obtaining additional information from COMPANY NAME, we would kindly ask for that information within 48 hours of the request in order to meet our projected deadline for delivery of the final report.

SCHEDULE OF ASSESSMENT

In order to plan your day, the following is a typical time table on the day of the audit:

10:00am	Arrival/Introduction and Document Review
12:30pm	Lunch
1:00pm	Meet with Company Representatives
4:00pm	Wrap-up and Final Document/Item request
5:00pm	Conclude the audit

Towards the conclusion of the audit, we will spend time with you to preliminary review the status of the audit and advise if any additional information is needed to finalize the process. Typically, we will have the Summary Report prepared within a few weeks of the scheduled audit, however, due to the upcoming holidays, please know this time frame may be delayed until the new year.

SATISFACTION OF SERVICES

The Human Resources Factor, LLC, is committed to providing excellence, integrity, and value when offering the necessary support and assistance needed to manage the human resources needs of COMPANY NAME . We recognize your company's need to manage its own daily activities and make decisions regarding what activities or services would be most appropriate and/or affordable for the company. Additionally, although most advice provided to COMPANY NAME will be based on prudent, conservative, legally-based and business-necessity driven practices, The Human Resources Factor, LLC acknowledges that any/all decisions made by COMPANY NAME are subject to their discretion and decision-making authority, and ultimately they are accountable to the outcomes associated with such authority. Every attempt to document the mutual discussions and recommendations given by The Human Resources Factor, LLC will be made and submitted to COMPANY NAME . The mission of The Human Resources Factor, LLC, is to serve and support you with timely, responsive, and affordable human resources strategies, solutions, and systems.

AGREEMENT

COMPANY NAME agrees to the terms/conditions listed above, and wishes to initiate services with The Human Resources Factor, LLC:

Authorized Signature
COMPANY NAME

Date

Authorized Signature
The Human Resources Factor, LLC

Date