

HOW TO CONDUCT AN HR AUDIT

A project checklist for the busy executive

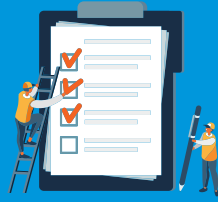
DETERMINE THE SCOPE OF THE PROJECT

What will be included in the audit?

Will the audit focus on compliance or more broadly to include more strategic or programmatic elements?

Areas to consider:

- Hiring/onboarding
- Compensation
- Benefits/payroll administration
- Development/training practices
- Diversity, equity and inclusion
- Discipline/performance practices
- Feedback and communication
- Succession planning practices
- Safety and workers' compensation



DETERMINE WHO WILL CONDUCT THE AUDIT

Do you have internal staff equipped with the necessary knowledge and capacity?

Would it be beneficial to use a third-party to conduct the audit?

Third-party auditors can be objective and have experienced how policies and practices are implemented in other organizations.



DETERMINE THE TIMEFRAME FOR THE AUDIT TO COMPLETION

Consider whether the audit will be done in full in a condensed time period or if it will be done in pieces on a recurring basis.

Consider capacity constraints, internal initiatives, and other workload requirements that may affect staff availability, even if the audit is conducted by a third party.

Ensure you set manageable timeframes for delivery, incorporating extra time to adjust for scheduled time off and other issues that will invariably arise.



COMMUNICATE & CONDUCT THE AUDIT

When audited, employees need reassurance that you are looking to improve the organization rather than catching poor actions or behaviors.

During the audit, document findings and keep relevant information in a centralized location to allow stakeholders to confirm information later if there are questions regarding the findings.

Consider assessing a level or risk rating to the organization and the audit findings.



PRESENT THE FINDINGS & DEVELOP AN ACTION PLAN

Prepare a report to provide to your stakeholders. Be prepared to edit and provide different versions of the report to different stakeholders.

For example, the Board or CEO may want a high-level overview of deficiencies and opportunities, while the employees responsible for each functional area assessed may need more detailed information to address or correct findings.

Prepare a plan with designated responsible parties and timeframes to assess each area of the audit to correct the known issue or take advantage of opportunities presented.



WANT TO LEARN MORE ABOUT HR AUDITS?



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