### **HR Internal Audit Checklist**

#### **Audit Information**

* **Audit Title**: [e.g., Employee Compliance Audit]
* **Audit Date**: [Enter date]
* **Auditor(s)**: [Enter names]
* **Department/Process**: [e.g., Recruitment, Payroll]
* **Audit Objectives**: [e.g., Verify HR policies are adhered to]

#### **Checklist Table**

| **Checklist Item** | **Criteria/Standard** | **Compliance (Yes/No)** | **Evidence Observed** | **Comments/Notes** | **Action Required** |
| --- | --- | --- | --- | --- | --- |
| Recruitment Policy Adherence | Company Policy Document |  | Recruitment records | Missing approvals in some | Update process flow |
| Employee Onboarding Documentation | Labor Law |  | Employee files | Missing training logs | Add training details |
| Payroll Accuracy and Timeliness | Finance Standards |  | Payroll records | Errors in tax deductions | Correct payroll data |
| Employee Grievance Management | Grievance Policy |  | Grievance logs | Delayed resolutions | Streamline process |
| Exit Process Compliance | HR Exit Checklist |  | Exit interview forms | No gaps observed | None |

#### **Audit Findings**

* **Summary of Non-Conformities**: [e.g., Missing job descriptions for certain roles]
* **Opportunities for Improvement**: [e.g., Improve onboarding experience]
* **Best Practices Observed**: [e.g., Effective performance management system]

#### **Corrective Action Plan**

* **Non-Conformity**: [e.g., Lack of employee handbook updates]
* **Root Cause**: [e.g., Oversight]
* **Action Plan**: [e.g., Annual policy review]
* **Responsible Person**: [Name/Title]
* **Deadline**: [Date]

#### **Conclusion**

* **Overall Audit Status**: [Compliant/Non-Compliant]
* **General Comments**: [e.g., Effective employee record management]