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]