

HR Audit Checklist

Management

- ✓ Are the HR goals in line with those of the organisation
- ✓ Have the expectations of employees been clearly communicated to them
- ✓ Is there open communication between all levels in business
- ✓ Is there a performance management process in place and appraisal meetings scheduled

Hiring Process

- ✓ Are there clear job descriptions for each job in the organisation and are these up to date
- ✓ Is there a standard template used when advertising roles
- ✓ Do you have a copy of interview notes and use the same questions for all candidates
- ✓ Are new job openings offered to current employees
- ✓ Do you issue a pre-employment application form
- ✓ Are you asking questions regarding medical history etc. if so are these related it to the role
- ✓ Are independent contractors accurately identified in the business

New Employees

- ✓ Is there an employee induction plan i.e. what will they be doing for the first week. Is their work station ready for them, have they been set up on company systems etc..
- ✓ Do you have training organised for the new employee
- ✓ Are you monitoring new employees performance while they are on probationary period
- ✓ Have all new employees been provided with copy of employee handbook and policies

Wages and hours

- ✓ Is the working week defined in regards part-time and full-time hours
- ✓ Are rest breaks being captured as required under the Organisation of Working Time Act
- ✓ Statutory minimum wage rates have increased since Jan 2016
- ✓ Are wage rates in line with Industry average
- ✓ Is there a system for requesting annual leave and approval process

Sick leave

- ✓ Is it clearly documented in your contract/employee handbook if sick leave is paid/unpaid
- ✓ Is there a clear policy in regards sick leave and who employees should contact if sick
- ✓ How many days off sick before they must provide a sick cert
- ✓ If employee is on sick-leave for an extended period of time – are you checking in with them, taking note of days you contacted them and receiving sick cert on a regular basis.

Health & Safety

- ✓ Are workplace accidents, injuries and illnesses reported and investigated
- ✓ If employee absent from work for 3days or more are you sending the accident report from through to the Health & Safety Authority
- ✓ Have you appropriate Health & Safety signage throughout the business premises
- ✓ Do you have a health & safety statement for your business

CCTV Policy

- ✓ Do you have a CCTV policy in place
- ✓ Does it incorporate the update from data protection commission to CCTV policy

Employee separation/termination

- ✓ Before issuing p45 do you ensure that you receive employee resignation in writing
- ✓ For those employees who are being terminated, do you clearly explain the reason and provide written confirmation
- ✓ Do you conduct an exit interview with the employee