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HR Audit Services

A very important first step to assessing your Human Resource status is to perform an HR Audit. Any such audit looks at the following items and processes established at your organization. This gives you a chance to determine what is in place, what isn't or needs improvement and to determine a priority list to get up to the professional level you want. This list contains most if not all the areas that are covered in an HR Audit.

<u>Task/Function</u>	<u>Addressed by</u>
• Review INS Documents	MMW/Client
• Establish HIPAA Compliance	MMW
• Review Offer Letter Template	MMW
• Audit Contingent Workforce Usage	MMW
• Sexual Harassment/Diversity Training (if required)	MMW
• Review Outline for Compensation Programs	MMW
• Review Performance Review Process	MMW
o Policy	MMW
o Performance Measurement Criteria	MMW
o Performance Goals/Objectives	MMW
o Identify Alternative Performance Awards	MMW
o Identify Incentive Opportunity	MMW
o Management Training Guide	MMW
o Conduct Management Training	MMW
o Employee Orientation	MMW
• Revise Employee Handbook	MMW/Client
o Travel & Expense Reimbursement	MMW
o Grievance	MMW
o Undesirable Behavior	MMW
o Education Reimbursement	MMW
o Background Checking	MMW
o Relocation	MMW
o FMLA	MMW
• Review Illness and Injury Prevention (Safety) Program	MMW
• Review Outline for Hiring Process	MMW
• Review Outline for Employee On-boarding	MMW
• Conduct and Manage Employee On-boarding process	MMW
• Audit monthly benefit insurance plans	MMW
• Review Outline for Employee Exit Process	MMW
• Payroll process and records	MMW
• Report new hires to EDD	MMW
• Employee files and protection	MMW
• Review Employee Training Programs (as needed)	MMW
• Evaluate current Benefits Offerings	MMW
• Review sustainable Open Enrollment Model	MMW/Client
• Reporting of legally protected areas and issue of retaliation	MMW
• Employee Disciplinary Process	MMW
• Worker's Compensation Issues and reporting	MMW
• Posters	MMW
• Employee Medical Records	MMW
• Employee Relations methodology	MMW