

HR AUDIT QUESTIONNAIRE

1. What is the company name? In what industry does it function? Is it publicly or privately held? How many business units exist within the one company?

2. What are the assets and liabilities of the company? What was the revenue for the past tax year?

3. What is the function of the HR department within the company? What is its overall strategy?

4. How do the HR and business strategies complement each other?

5. What is the structure of the HR department? Who manages it, and how do they create and implement policies?

6. What is the HR policy for your company? Please include it in detail. How do the HR department and the company at large ensure the adherence of the policy?

7. What is the company's approach to staffing? Is there a competency requirement for any or all positions?

8. How many employees work for the company? Does each position have a complete and specific job description?

9. How many positions were needed to be filled in the past year? What was the process for recruitment and selection for the new employees? What was the average time needed to fill the position?

10. How effective is the hiring process? Can it easily weed out inappropriate candidates early on? Does the recruitment process bring in desirable candidates?

11. What is staff turnover like? Are employees' content? Is there a long retention of employees? Is there anything that can be done to improve it?

12. What is the training and development strategy for employees? Can it be improved? Do you consistently perform training needs analysis? What is the outcome?

13. What is the compensation and rewards package for your employees? Does it include any benefits? How is it structured? What kind of pension and retirement system do you offer?

14. What technology resources does your HR department use? How well are they implemented?

15. How is the communication among employees, between managers and staff, and between the HR department and the rest of the company?

16. How do you ensure the company is in legal compliance with all the employment laws?
