

# HR Function Audit Checklist



## Recruitment & Selection

- ☐ Are there job descriptions for each position within the organization?
- ☐ Are all job descriptions up to date?
- ☐ Are Current employees made aware Of openings Within the organization?
- ☐ Does the company use job advertisements?
- ☐ Are applicants required to complete application forms for open positions?
- ☐ Do application form refrain asking information about prohibited grounds?
- ☐ Are unsuccessful Candidates notified?
- ☐ Is there a standard offer letter?
- ☐ Is there a standard Contract? Has it been Checked by a lawyer?
- ☐ Are all new hires reported to the CRA?
- ☐ Are the references of job applicants Checked?
- ☐ Is attrition/turnover monitored?
- ☐ Is cost per new hire being calculated?
- ☐ Are hiring costs within budget?
- ☐ Is training provided for those who conduct interviews?

## New Employees

- ☐ Are workplace policies and procedures reviewed with all new hires ?
- ☐ Are company policies and procedures applicable to the work environment?
- ☐ Are all policies and procedures communicated and enforced?
- ☐ Is there an employee handbook?
- ☐ Is the employee handbook specific to your workplace?
- ☐ Is there an orientation or on-boarding policy?
- ☐ Are new hires provided an orientation?
- ☐ Are new hires introduced to others employees, including management?
- ☐ Are new hires introduced trained appropriately for their job?

## Training & Development

- ☐ Are employees provided training for new and procedures required to complete their job duties?
- ☐ Are employees provided with opportunities to develop their existing skills?
- ☐ Are employees evaluated after completion of training programs?
- ☐ Are training initiatives within budget?
- ☐ How are manager and supervisors trained and prepared for their roles?

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