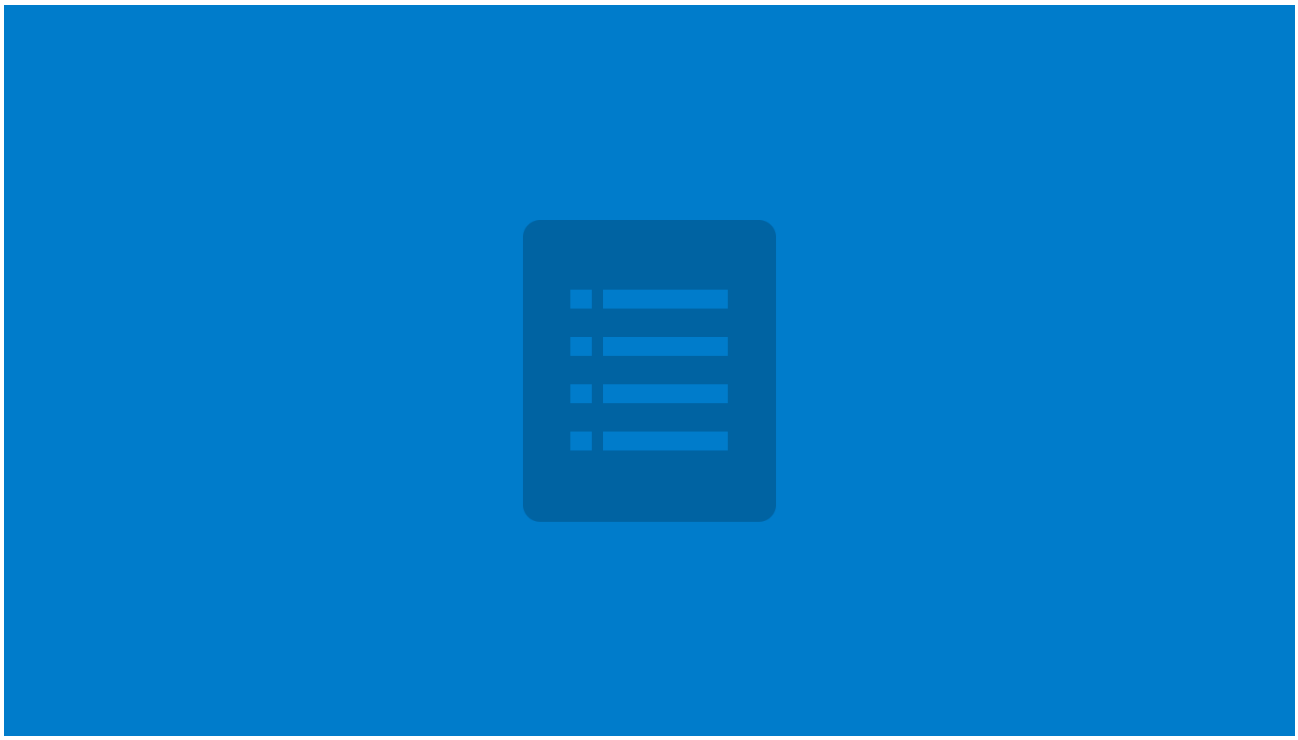
# HR Function Audit Checklist



## 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 otter 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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