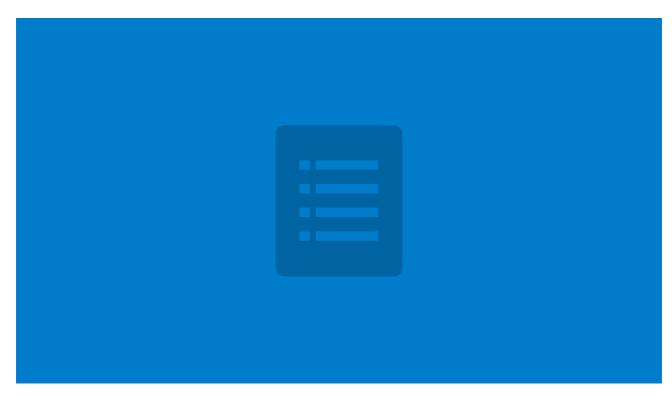
HR Function Audit Checklist



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 ?	
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- 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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