

HR AUDIT 2018

Review Area	Question	Yes we have in place	Yes we have <u>but</u> needs updating	No we don't have
HR Planning	Do you have an HR strategy plan?			
	Do you have a learning & development plan for key staff members?			
	Are there Position Descriptions for all roles?			
	Do you track staff turnover, retention and any other HR metrics?			
Recruitment & Selection	Do you have a policy/philosophy for recruitment and selection?			
	Are managers that interview candidates given training?			
	Do you have interview question templates?			
	Do you have reference checking templates?			
	Do you have an induction programme for new employees?			
Compensation & Benefits	Do you regularly review salary/wage rates vs. the market/industry?			
	Do you have a consistent approach to salary increases across the business?			
	Do you have a policy regarding employee's compensation?			
	Do you regularly review employment package benefits to keep them current?			
Performance Management & Evaluation	Do you conduct Performance Reviews?			
	Do you recognise both performance and behaviour?			
	Does the Performance Review system include a plan to improve/develop employee's knowledge and skills?			
	Are there clear objectives/KPIs?			
	Are the KPIs specific & measurable?			
	Do you have a bonus scheme to reward performance?			

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Staff Socialisation	Do you have a clear culture that you can articulate to people about the company?			
	Do you have an HR function that understands the needs of Management and employees?			
	Is there is regular communication with your staff through newsletters, staff meetings, etc?			
	Is there is a budget for social activity with staff (e.g. manager can take team to lunch)?			
Employment Relations	There is a clear policy around employment relation issues (discipline, restructuring, etc.)			
	The company understands Employment Relation laws and requirements			
Safety & Security	Health & Safety policy exists			
	Health & Safety team meet regularly			
Records and Documentation	Personnel files are up to date			
	Exit Interviews are conducted			
	You have an HR Policy Manual			
Employee Communication	Open and transparent environment for communication			
	Employees feel listened to and know where they can turn to for support			
	Do employees working off-site still feel part of the team?			

If there are items on the list above that have been identified that your business doesn't have or you do have but it needs review/reworking, please get in touch – we would be happy to help. Contact us on 09 300 1373 or email training@proformance.co.nz