

## **Free Basic Human Resource (HR) Audit Checklist**

Staying compliant in today's fast-changing regulatory environment isn't optional—it's essential. With frequent updates to employment laws at the federal and state levels, many organizations unintentionally fall out of compliance, putting their operations and reputation at risk. This HR Audit Checklist is designed to help you stay ahead of regulatory changes, identify potential compliance gaps, and strengthen your HR foundation. Whether you're navigating new rules or fine-tuning current practices, this checklist will guide you through the critical areas every organization should monitor.

### **◆ Organization Overview**

- ☐ Mission and vision are clearly defined and aligned to HR goals
- ☐ Employees are aware of their full-time/part-time status
- ☐ EEO-1 filed annually (if applicable)
- ☐ Defined company hours, shifts, and communication processes

### **◆ Hiring & Onboarding**

- ☐ Job descriptions are current and ADA-compliant
- ☐ I-9 forms are completed and stored separately
- ☐ Reference checks and background checks are conducted and documented
- ☐ Interviewers are trained and follow legal hiring practices
- ☐ Employee handbook is updated and distributed during orientation

### **◆ Compensation & Benefits**

- ☐ Employees are properly classified as exempt/non-exempt
- ☐ Pay structure is consistent and reviewed annually
- ☐ Paid time off and leave policies are in place and communicated
- ☐ FMLA and COBRA compliance is maintained
- ☐ Final paychecks are delivered on time

### **◆ Employee Relations**

- ☐ Performance evaluations are documented and tied to measurable outcomes
- ☐ Policies prohibit retaliation and support anti-discrimination laws
- ☐ Complaint and grievance procedures are accessible to employees
- ☐ Exit interviews are consistently conducted and documented

### **◆ Workplace Safety & Workers' Comp**

- ☐ Safety committee or plan is in place
- ☐ All injuries and incidents are investigated and followed up
- ☐ OSHA posters and safety documents are displayed
- ☐ Return-to-work programs are reviewed for effectiveness

### ◆ Records & Documentation

- ☐ Personnel files are complete, current, and securely stored
- ☐ Medical records and I-9s stored separately from general HR files
- ☐ Required state and federal posters are posted visibly
- ☐ Retention policies for employment records are followed

✓ Need help reviewing your audit results?

Schedule a free 15-minute consultation with Expert Human Resources at [www.experthumanresources.com](http://www.experthumanresources.com) or contact us directly.