



## HR Audit Checklist

**Client Organization / Contact:** \_\_\_\_\_ **Date:** \_\_\_\_\_

	Item	Notes / follow up needed
	<b>Hiring</b>	
	• Job Descriptions	
	• Job Postings	
	• Applications	
	• Interview notes / retention	
	• Offer letters	
	<b>Policies</b>	
	• Employee Handbook	
	• Harassment	
	• Performance Management	
	• Time off / Leaves of Absence	
	• Background Checks	
	• Drug testing	
	• Safety / AWAIR	
	• Workplace posters	
	<b>Recordkeeping</b>	
	• Personnel file	
	• Confidential file	
	• I-9s	
	• Workers' Compensation	
	• Background checks	
	• Drug testing	
	• Record Retention	
	<b>Compensation &amp; Benefits</b>	
	• FLSA analysis	
	• Pay practices	
	• Eligibility and enrollment	
	• COBRA	
	<b>Agreements</b>	
	• Employment	
	• Independent Contractor	

