

HR Audit Self Assessment Questionnaire

Please complete the assessment and send us an email or call to schedule a review of your results.

Questions

Answers

A. Legal Compliance

- | | | |
|-----------------------------------------------------------------------------------------------------------------|---|---|
| • Do you have the required State and Federal posters displayed in a predominate in your workplace? | Y | N |
| • Do you have your employee files broken down into 3 separate files for I-9, Health, and All Other? | Y | N |
| • Have you reviewed the overtime exemption status of all of the positions within your company? | Y | N |
| • Do you have job descriptions for all of the positions within your company that are ADA/AA compliant? | Y | N |
| • Do you have the following policies: Smoking Policy, Aids, Military Leave, HIPPA, Sexual Harassment, AA, FMLA? | Y | N |

B. Compensation

- | | | |
|--------------------------------------------------------------------------------------|---|---|
| • Do you conduct an annual market benchmarking survey for compensation and benefits? | Y | N |
| • Do you have a job evaluation process? | Y | N |
| • Do you have a Total Rewards strategy? | Y | N |
| • Do you have a pay-for-performance compensation policy? | Y | N |
| • Do you pay overtime after an employee works 40 hours? | Y | N |
| • Do you provide compensatory time off? | Y | N |

C. Good Human Resource Practices

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|--------------------------------------------------------------------------------------|---|---|
| • Do you have an employee handbook that has been reviewed within the last 24 months? | Y | N |
| • Do you have a standard hiring process and practice? | Y | N |
| • Do you have a performance appraisal process? | Y | N |
| • Do you have a dispute resolution process? | Y | N |
| • Do you have a performance improvement program? | Y | N |
| • Do you have a new employee orientation? | Y | N |

D. Affirmative Action

- | | | |
|-------------------------------------------------------------|---|---|
| • Do you have government contracts? | Y | N |
| • Do you have an Affirmative Action Plan? | Y | N |
| • Have you received an OFCCP audit within the last 3 years? | Y | N |

Scoring

N= 0-5 Green – OK

N= 6+ Red – Need an audit

Call Signuum at 630.310.2787 to learn more about HR Audits, Equal Employment Opportunity/ Affirmative Action Plan Audits (EEO/AAP), and Fair Labor Standards Act Audits (FLSA).