

HR AUDIT CHECKLIST

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AUDIT ITEMS	DATE OF COMPLETION
COMPENSATION	
☐ INCENTIVE PROGRAM / PLAN	
☐ BENEFITS PLAN IN PLACE	
☐ ANNUAL SALARY REVIEW SPREADSHEET COMPLETION	
CONTRACTUAL	
☐ EMPLOYMENT AGREEMENTS FOR ALL	
☐ HANDBOOK SIGN-OFF FOR ALL	
☐ EMPLOYEE HANDBOOK	
CONTRACTUAL PROCEDURES	
☐ EMPLOYMENT SIGN-OFF AGREEMENT - EMPLOYEE HANDBOOK	
☐ EMPLOYEE AGREEMENT	
☐ FRONT DESK SERVICE AGREEMENT	
☐ INDEPENDENT CONTRACTOR AGREEMENT	
☐ NON-DISCLOSURE AGREEMENT FOR EXPLORATORY DISCUSSIONS	
☐ REFERENCE CHECK CONSENT REQUEST	
☐ TERMINATION LETTER & RELEASE	
DEPARTURES	