HR AUDIT CHECKLIST

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☐ 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	COMPLETION	DATE OF COMPLETION	AUDIT ITEMS
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			COMPENSATION
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□ EMPLOYEE AGREEMENT □ FRONT DESK SERVICE AGREEMENT □ INDEPENDENT CONTRACTOR AGREEMENT □ NON-DISCLOSURE AGREEMENT FOR EXPLORATORY DISCUSSIONS			CONTRACTUAL PROCEDURES
☐ FRONT DESK SERVICE AGREEMENT ☐ INDEPENDENT CONTRACTOR AGREEMENT ☐ NON-DISCLOSURE AGREEMENT FOR EXPLORATORY DISCUSSIONS			☐ EMPLOYMENT SIGN-OFF AGREEMENT - EMPLOYEE HANDBOOK
□ INDEPENDENT CONTRACTOR AGREEMENT □ NON-DISCLOSURE AGREEMENT FOR EXPLORATORY DISCUSSIONS			☐ EMPLOYEE AGREEMENT
□ NON-DISCLOSURE AGREEMENT FOR EXPLORATORY DISCUSSIONS			☐ FRONT DESK SERVICE AGREEMENT
			□ INDEPENDENT CONTRACTOR AGREEMENT
REFERENCE CHECK CONSENT REQUEST			□ NON-DISCLOSURE AGREEMENT FOR EXPLORATORY DISCUSSIONS
			☐ REFERENCE CHECK CONSENT REQUEST
□ TERMINATION LETTER & RELEASE			☐ TERMINATION LETTER & RELEASE