

# HR AUDIT CHECKLIST

*template*

## HR AUDIT CHECKLIST

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