

## *Human Resources Audit*

GENERAL				
Checklist Items – Policies and Procedures	In Place	Not In Place	Not Required	Comments
Grievance Handling – is there a policy in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Internet and Email Use – are there policies in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Use of Organisational Property – what is the policy on mobiles, cars, boats etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
RECRUITMENT AND SELECTION				
Checklist Items – Policies and Procedures	In Place	Not In Place	Not Required	Comments
Employment of Relatives – what is the policy on this?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Application for Employment Form  Internal Recruitment and Selection – policy for applications? Is there a separate application form?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
External Recruitment and Selection – Preferred Recruitment Providers? Preferred Rates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Relocation – is there a set amount? Is it per role or on level? Temporary accommodation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



<p>Position Descriptions – are they provided to applicants during the selection process?</p> <p>Are they up to date?</p> <p>Are the job expectations and outcomes clear?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Privacy Disclosure Authorisation Form for reference checks?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Sample Advertisement – is there a policy on where to advertise? Budgets?</p> <p>Sample Questions for Use in Interview – are there interview guides in place?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Criminal History checks - Are they conducted?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Unsuccessful application – no interview letter</p> <p>Unsuccessful interview letter</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>EMPLOYMENT CONTRACTS</b>				
<b>Checklist Items</b>	<b>Yes</b>	<b>No</b>	<b>Not Required</b>	<b>Comments</b>
<p>Letter of Offer – Fixed Term</p> <p>Letter of Offer – Part time</p> <p>Letter of Offer – Full Time</p> <p>Letter of Offer – Casual</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Do contracts reference the correct Modern Award under Fair Work?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>How are rates of pay for overtime and penalty rates handled? Is this in line with Fair Work requirements?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Do contracts include a probationary period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do your contracts include a covenant not to compete and a non-competition clause?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do contracts have the correct termination information as per Fair Work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you give a copy of the Fair Work Statement out to new staff members as required by legislation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**CONDITIONS OF EMPLOYMENT**

Checklist Items – are there policies on?	Yes	No	Not Required	Comments
Absenteeism/abandonment of employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Annual Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bereavement Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Carer’s Leave/personal leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Long service leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Parental leave/dad and partner leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Timesheets/rosters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Calling in for time off/procedures for taking leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flexible working time/working from home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Internal recruitment/higher duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hours of work/payment of overtime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Probationary period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Email/internet/social media policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mobile phones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Driving and use of company property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Public Holidays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Customer service policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Grooming standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Smoking/eating/drinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Superannuation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Time in Lieu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Training and Development/study leave/professional development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Travel and Expense Reimbursement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**WORKERS' COMPENSATION**

Checklist Items	Yes	No	Not Required	Comments
Do you have a rehabilitation coordinator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do employees know what to do if they have an accident?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**WH&S**

Checklist Items – do you have policies on?	Yes	No	Not Required	Comments



Drugs and Alcohol in the Workplace / drug testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency Evacuation/fire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
First Aid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Incident Reporting and Investigation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Occupational Health and Safety Policy / Objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safe driving/machinery/licences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sexual harassment policies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Discrimination policies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bullying/workplace harassment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Heat/sunscreen/dengue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>DISCIPLINARY AND TERMINATION PROCEDURES</b>				
<b>Checklist Items</b>	<b>Yes</b>	<b>No</b>	<b>Not Required</b>	<b>Comments</b>
Abandonment of Employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Performance counselling in line with Fair Work requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Disciplinary procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Redundancy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Suspension (with or without pay)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Termination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



PERFORMANCE REVIEW CHECKLIST				
Checklist Items	Yes	No	Not Required	Comments
Performance Reviews in place? Probation and Yearly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have the objectives and goals been identified and communicated to staff for performance reviews?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
How is information collected for reviews?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the structure of the interview take into consideration the employee's job description and/or the employee's service description?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there performance review records? Are they kept confidentially?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has a support and monitoring mechanism been established to assist the employee with feedback?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Organisational Structure/Productivity				
Checklist Items	Yes	No	Not Required	Comments
Is your organisational structure reviewed on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you conduct cost/productivity output analysis on positions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you undertake industry wage benchmarking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you conduct mystery shopping of your company services?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have succession plan in place for key positions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Have you identified areas where you will have potential skills shortages?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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**Questions for discussion with HR Consultant**

- What are your biggest frustrations/challenges when it comes to staffing issues?
- Are there any areas that you would like to target to bring down the wage cost?
- Are there opportunities for improved productivity of staff in any area of the business?
- What is your organisations structure (who reports to who and number of people in different positions).

