


HR Audit Checklist

Compliance and Best Practices for Your Business

Recruiting & Interviewing

<input type="checkbox"/>	Each position has an up-to-date job description.
<input type="checkbox"/>	Job postings are designed to communicate the essence of our company's values, brand, and culture.
	Interviewers are trained to avoid asking for information about prohibited grounds.
<input type="checkbox"/>	The recruitment process includes comprehensive reference and background checks for successful candidates.
<input type="checkbox"/>	We provide timely responses to all applicants and status updates to candidates.
	Our employment agreements are frequently reviewed and updated in accordance with employment laws.

Onboarding



<input type="checkbox"/>	Our onboarding process includes an orientation for all new hires.
<input type="checkbox"/>	Our orientation program includes a focus on aligning new employees with our company's vision and goals.
	New hires receive mandatory training such as H&S, AODA, Health & Safety, Violence & Harassment, WHMIS 2015.
<input type="checkbox"/>	We have a rigorous, standardized onboarding process that is consistently followed for every new hire.

Performance Management

<input type="checkbox"/>	We incorporate opportunities for skills development.
<input type="checkbox"/>	There regular 1:1 meetings between managers and employees.
<input type="checkbox"/>	There are individual goals and objectives for each employee.
<input type="checkbox"/>	We conduct regular performance reviews as a key component of our employee development and feedback process.
<input type="checkbox"/>	We prioritize providing timely and constructive feedback to our employees.

 Priority Compliance Items

Record Keeping & Documentation

<input type="checkbox"/>	Employee files are up to date and act as support for payroll changes.
	Employee information is kept confidential and shared on a need-to-know basis only.
	All mandatory training have a certification of completion, are recorded, and are kept on file.


Policies & Procedures

<input type="checkbox"/>	Policies and procedures are communicated, enforced, and reviewed annually.
<input type="checkbox"/>	Standard operating procedures are adequately documented and maintained for business continuity.
<input type="checkbox"/>	We have established policies and are compliant based on the number of employees on our team.


Health & Safety

<input type="checkbox"/>	Our employees have completed health & safety training, WHMIS 2015, AODA, and Violence & Harassment training.
<input type="checkbox"/>	Workplace injuries, near misses, and accidents are reported, documented, and investigated
<input type="checkbox"/>	We are in compliance based on the number of people on our team.
<input type="checkbox"/>	Required documentation and signage are provided and posted around the workplace

Compensation & Benefits

<input type="checkbox"/>	Our payroll process is designed to minimize errors, contain support for employee changes, and is frequently audited internally for accuracy.
	We review compensation data and processes to ensure ongoing pay equity.
<input type="checkbox"/>	Our benefits package is designed to be competitive and attractive to top talent.

Terminations

	Our termination practices are designed to meet or exceed employment standards at all times.
<input type="checkbox"/>	We have a rigorous, standardized offboarding process that is consistently followed for every departure (IT, access, documentation, etc.).