

# HR Assessment Basics

## HR and Business Audit Areas



### Carefully Review the Following:

- ❑ **Benefits program, including both the benefits themselves and communication to employees regarding benefits**
- ❑ **COBRA/state continuation notification, including posting and distribution of proper notices and administration of continuation coverage**
- ❑ **Employment applications—EEO compliance**
- ❑ **Employment letters—contents, employment at-will issues**
- ❑ **Federal and state labor laws compliance**
- ❑ **Form I-9, Employment Eligibility Verification**
- ❑ **Job description development and updating**
- ❑ **Job interview questions policy/do's and don'ts**
- ❑ **New employee orientation/onboarding**
- ❑ **New hire reporting**
- ❑ **Performance review process and documentation**
- ❑ **Recruitment policies/job posting policies**
- ❑ **Retirement plan compliance**
- ❑ **Discipline and discharge including review of internal documentation and entire termination process and documentation**
- ❑ **Post-termination policies, including providing references**
- ❑ **Workers' compensation**
- ❑ **Workplace safety**