

# THE HR AUDIT



## Have You Had a Check Up Lately?

A HR Audit is an independent evaluation process designed to provide a detailed analysis of an organisation's existing Human Resource practices, policies and procedures. It reveals strengths and areas of improvement as measured against best-practice standards and minimum legal requirements.

The HR Audit is, essentially, a gap analysis which focuses on the HR systems currently employed in your organisation. The findings of the audit are collated and mapped in order to ascertain current and future HR needs for your organisation and identify opportunities for improvement.

At HR Business Solutions, we regard the HR Audit process as an integral component of an organisation-wide review. We will provide your organisation with an independent assessment – compiled by one of our HR experts. The findings will deliver critical insights that will allow your organisation to benchmark your existing HR policies, processes and practices against minimum compliance standards as well as leading HR practice. Completing this process not only minimises your organisation's risk in relation to HR compliance but will also aid in the identification and development of retention strategies for high performers.

The HR Audit can be tailored to your organisation's requirements and budget. A standard HR Audit includes a review of the following areas:

- Minimum employment conditions
- Learning and development practices
- Occupational health & safety
- Remuneration and benefits
- Policies and procedures
- Succession planning
- Performance management
- Recruitment & selection practices
- Termination of employment
- Job descriptions and KPI's

**To check how your current HR practices, policies and procedures measure up, book in for a check-up today! For further information about our services, please contact Tina Radford on 07 3254 1177 or email [tina@hrbs.com.au](mailto:tina@hrbs.com.au)**

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