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Human Resource Audit:

This process is often utilized to ensure alignment of HR practices with business objectives. An organization undergoing growth and change must review and ensure that the programs which select, attract, retain and motivate the workforce will drive the achievement of operational objectives.

General Overview Questionnaire: Vision, Mission, Values, Brand

This step involves a brief discussion about current Vision, Mission, Values and Brand identification. If your organization is clear in these areas, further programs should be established to support and enhance the culture. If these areas are not clear, an action plan can be established and threaded throughout the actual audit process.

Step One: Information Gathering

- Intention is to quickly gather information about your current programs.
- Examine various categories of HR management – the legally mandated as well as optional programs to remain competitive.
- Gather information from individual with knowledge of that function.
- Collect factual information not as you aspire to but as they are.

Compliance:

During this phase all areas of employment law are explored. Not all of these areas may apply to your organization but questions will be asked to ascertain what is applicable and what is not and why. The areas explored include:

EEO	Sexual Harassment	Equal Pay	ADEA
FLSA	ADA	FMLA	ERISA
COBRA	Unemployment	OSHA (Safety Programs)	HIPAA
DOL Wage & Hour			
EPA Immigration Reform and Control Act			
Workers Compensation			
Other State and Federal Regulations as they apply to company's industry			

Compensation & Benefits:

During this phase, we will examine your current programs of compensation and benefits. Various components of this area include:

Compensation Philosophy	Job Evaluation	Job Classification
Salary Increases/Ranges	Incentive Plans	Section 125
Medical, Dental, Vision	Life Insurance	PTO
Disability (STD & LTD)	Enrollment Process	Salary Ranges

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Recruiting and Employment:

This area examines concerns you have with job turnover as well as putting the right people in the right job at the right location. During this phase, we would explore:

Job Requirements	Competency Identification	Documentation
Employment Application	Interview Process	References
Behavioral Based Selection	Employment Testing	Background Checks
Orientation Process	Staffing Projections	Exit Interviews

Employee Relations, HR Planning & Strategies:

In this phase, you examine:

Supervisory Training Programs	Performance Management
Employee Feedback	Conflict Management
Employee Communication	HRIS and other forms of Recordkeeping
Employee Handbooks	Policies and Procedures
Employee Satisfaction	HR Quality Survey

Step Two: Evaluation and Analysis

- Examine the factual data gathered in Step One and identify areas for further consideration.
- What area(s) of the organization are performing well from an HR perspective and what areas may need improvement.
- A detailed “scorecard” will be provided illustrating the gap between current and desired state.

Step Three: Action Planning and Implementation

- Examine the analysis and make recommendations for change, enhancement or program initiation.
- What categories would require immediate attention or development?
- What specific objectives and goals need to be established?
- What is required to improve in these areas?
- What specific action steps should follow including timelines and measures of success?
- How and what metrics do you establish to track progress and success in the HR Department and organization overall.

Scope:

Not all companies require auditing in all of the above areas. The Alice Dendinger Alliance Group will work with you to identify areas for audit and proceed with the audit.

A complete audit process could take 25 to 40 hours to complete based on organizational complexity and geography. Assistance can be provided to implement recommended actions.