

# HR AUDIT

## THE PERFECT HR DISCOVERY TOOL FOR SMALL BUSINESS

Our HR Audit helps you **Discover, Evaluate, and Advise** on your current HR practices. We **discover** what your business is doing when it comes to HR. We **evaluate** how you can improve your HR processes. Our team will then **advise** on how you can improve and provide next steps.

### What the HR Audit Covers:

#### THE PEOPLE SIDE OF HR

- Talent Acquisition
- Onboarding
- Offboarding
- Retention
- Performance Management
- Training & Development
- HR Technology and Software
- Health & Wellness



#### THE COMPLIANCE SIDE OF HR

- State Requirements
- Federal Requirements
- Employee Records
- Handbook
- Employee Classifications
- Benefits
- Compensation
- Safety



### Steps in the HR Audit Process:

1. We send you a questionnaire to complete before meeting which covers all of the areas listed above.
2. We conduct an HR Audit meeting in person or virtually. This meeting normally takes about 2 hours. During the meeting, we review the questionnaire with you and review various HR documents, employee files, posters, handbook, processes, etc.
3. We prepare a 15-20 page report which covers each of the HR, indicating your current state along with our recommendations for best practices. We will also include critical areas that you need to address immediately.
4. We discuss the results with you and help you to prioritize what action needs to be taken.

### Our Qualifications:

The HR Audits are performed by our tHRiving team made up of HR Experts, Consultants, and Directors of HR all with at least 25+ years of experience. Trust us. They are incredible!

**Our Cost: \$1,500-\$3,500 (based on size of company and complexity)**