

Engage! HR Solutions

HR Audit

Employment laws are always changing and so it's important that you keep up to avoid potential litigation or fines. Fines for non-compliance add up and can cost a company millions of dollars.

Conducting an HR audit is the best way to ensure your company is in compliance with recent legislation. This is a long process that can take a several days. Engage! HR will conduct the audit, but it will require the assistance of the business owner, HR or business leader.

Once the audit is complete, Engage! HR will meet with you to provide recommendations and a process improvement action plan and timeline. The action plan will prioritize areas of improvement.

HR	Detail
Employment	Are employment applications being used for all candidates? Is it up to date?
Job Descriptions	Do job descriptions exist? Are they up to date? Do they include FLSA test?
Offer letters	Contingent upon successful completion of
Employment Law posters	Posted in a location for all employees to see
Employee Handbook	Is it current? Is a copy given to all new hires? Do new hires sign an acknowledgement of receipt?



Contact Elizabeth at Engage! HR Solutions at engagehr.elizabeth@gmail.com to schedule your HR audit today.

