



What to Expect From an HR Audit

As part of our comprehensive service, HR Allen Consulting Services will review your human resource practices, policies and procedures in order to confirm compliance with Federal, state and local employment requirements, consistent internal execution, and effective internal systems and methods of operating.

Resulting Benefits:

1. Reduced risk of legal action by employees against your company.
2. More safeguards against damaging governmental audits and fines, such as by Immigration, Equal Employment Opportunity Commission, or the Department of Labor.
3. Improved management and morale of employees.
4. Reduced costs due to elimination of inefficient or unnecessary practices, procedures or policies.
5. A prioritized list of actions and projects to direct future Human Resources efforts.

Audit Description:

We review a wide range of employee-related practices, procedures and policies by tracking typical employees' employment histories. Our review includes: job application forms, offer letters, first-day-of-employment sign-up forms, releases and immigration status, periodic performance review forms and content, proper personnel file contents, performance warning procedures, termination procedures, COBRA notification practices, government severance plan filing, and unemployment monitoring.

We summarize our findings in a written report. We include our recommended modifications, additions and deletions, along with suggestions for appropriate forms, documents and projects. Ongoing consultations and actual on-site implementation of the recommended changes is also available on a retainer basis.

Methodology

We dedicate up to a full day to on-site review of all employment-related practices, procedures and policies. A knowledgeable client representative should be made available for the majority of our on-site time to answer questions, provide samples of forms, etc. We will also review any written manuals. We generally provide a written Audit draft with recommendations one week after the on-site review.