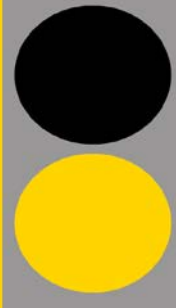


HR AUDIT & ASSESSMENT PROJECT



Overview

In today's business world, good HR management is key to staying compliant with laws, boosting productivity, and keeping employees happy. My **HR Audit and Assessment Project** helps your company look at its current HR practices, find areas to improve, and make strategic changes to get the best results from your HR efforts.

HR Assessment and Audit

Even if your business doesn't have a formal HR department, you probably already have HR-related policies and tasks in place. Instead of starting from scratch, I can take a look at what you're currently doing and evaluate it. An HR audit helps check how well your HR programs and services are working and identifies opportunities to enhance, change, or remove them.

Before starting an audit, it's important to decide where to begin. I assess the overall health of your company's HR, then take a deeper look at each area, program, and service. This ensures you comply with regulations, run efficiently and cost-effectively, and meet the needs of both employees and management.

Minimum Metrics for Assessment

Recruiting Practices	Pay/Compensation Structure	Tax Obligations and Mandatory Benefits
Hiring & Onboarding Procedures	Job Descriptions	Compliance Reporting
Personnel Files	Performance Evaluation Process	Employment Law Attorney
Employee Handbooks & Policies	Employee/Supervisor Required Training	Companywide Staffing Plan
Payroll System and Administration	Termination/Off Boarding	HR Staffing Plan
Benefits Plans and Administration	Safety Procedures	HR Budget

Create an Action Plan

Next, HR professionals should create a detailed plan and present it to senior management to gain input and approval. I'll summarize our findings and prioritize action items based on the audit results, considering the budget for each item.

I will also classify projects and actions as high, medium, or low priority based on legal requirements and benefits to the business. Then, I'll develop a timeline for high-priority items that can be done in the next three to six months, including cost estimates, reasons for the tasks, and expected results, and explain how these actions will impact the bottom line, showing the benefits in terms of profit, productivity, increased business, reduced liability, and employee satisfaction.

Determining HR Staff Structure

There isn't a one-size-fits-all way to structure an HR department. The size of your business, growth, culture, organizational structure, strategy, industry, and client needs all play a role.

When you need more than one HR staff member, you'll need to decide what levels of HR positions are necessary. Many businesses start with a two-person HR team: an HR manager or senior generalist and an HR generalist or administrator.

As the company grows, you might switch from generalists to specialists in recruiting, benefits, compensation, and other areas to provide more detailed support. Outsourcing some HR activities can also be a cost-effective option.

Conclusion:

An HR audit is vital for any business wanting to improve its HR functions. It ensures compliance with laws, boosts efficiency, and enhances employee satisfaction. By conducting a thorough HR assessment, creating a strategic action plan, and figuring out the right HR staff structure, businesses can see significant improvements. This not only increases productivity and profitability but also creates a positive work environment that attracts and keeps top talent. Investing in a positive HR ecosystem is a step towards the long-term success of your business.

I am happy to assist you with this process and help your business achieve its HR goals.