



STRATEGIC HR AUDIT



At Coordinated Resources Group, we focus on providing superior HR services to our clients because we care about being a part of your success! We care about helping you achieve your individual needs by helping you with your unique HR needs. In particular, we specialize in keeping your company compliant with local, state, and federal laws & regulations.

By choosing to undergo an HR Audit, we will do a full range assessment of all of your HR policies, practices, and procedures. If you are unsure about any aspect of your current HR actions, an HR Audit could be a good fit solution. During an assessment, we look at the many key areas of HR in a small business. The intention of an HR Audit is to provide you with sustainable actionable items to improve how you administer HR in your workplace. We provide you with the knowledge to take HR to the next level. Each HR Audit is individualized to address your personal concerns, needs, and goals.

Our approach to all of our HR services is to provide you with the tools necessary to help your company thrive and succeed. However, with an HR audit in particular, we are examining your company from a holistic approach. We strive to not only highlight your strengths and areas for improvement, but to provide you with the tools to use the audit on an ongoing basis. We show you not only how to improve in the area of compliance, but how to interact with the audit and use it a baseline for future decisions.

Why conduct an HR Audit?

- ✓ Identify where your company excels in regards to HR, areas for improvement, and specific areas of concern in regards to HR compliance
- ✓ Know exactly what steps to take to keep your company in compliance now and in the future
- ✓ Know what actions to take to close any gaps in HR practices
- ✓ Perform a “due diligence” review to ensure your company is fully in compliance with all laws & regulations

Goals of the HR Audit:

- ✓ Positively impact your human capital ROI – motivation, productivity & retention
- ✓ Ensure your company is fully and effectively utilizing HR
- ✓ Provide your company with a baseline for future growth
- ✓ Instill a greater respect and trust in your employment practices
- ✓ Be able to sustain your “compliance” year after year by being given the necessary tools to do so



Process from start to finish...

- Pre-audit preparation
- Initial consultation
- A detailed query pertaining to all written documentation, rules, policies, and practices
- An in-depth evaluation of all existing documents, communications, and policies
- Interviews with key personnel to understand the culture and management philosophy
- Thorough, structured assessment to determine where gaps and improvements exist
- Preparation of final HR Audit Report
- Final presentation of findings, recommendations, and actionable ways to implement improvements



Content of a standard HR Audit Report:

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| ✓ Hiring and orientation | ✓ Employee Separation |
| ✓ Classification & compensation | ✓ Regulatory Compliance |
| ✓ Employee development | ✓ Wage & Hour Policies |
| ✓ Employee Engagement | ✓ Discrimination & Harassment |
| ✓ Talent Management | ✓ Leadership Development |
| ✓ Wellness | ✓ Strategic Alignment |
| ✓ Workplace Safety | ✓ HR Metrics |
| ✓ Performance evaluation process | ✓ Review of other policies, practices, processes, and procedures as requested |
| ✓ Personnel file review and recordkeeping | |

Strategic HR Audit Report includes the following elements:

- ✓ Polished and detailed executive summary – *Outlines priorities for change, sets the stage for conducting your own audits in the future, and sets the standard for measuring progress year-to-year*
- ✓ Assessment & observations – *CRG will list and cover the many areas of HR compliance and how your individual company fares in the various categories*
- ✓ Recommendations for change – *Based on our observations and assessments, CRG will provide easy to understand and follow recommendations for improvement*
- ✓ Strategy for implementing changes – *CRG will work with key decision makers in the company to develop an interactive road-map with straightforward ways to leverage both internal and external resources in order to remain compliant*

Once you receive the finalized copy of your HR Audit Report, we will be available to aid with the implementation of the recommended action items.