

HR Health Check: A Self-Audit for Senior Executives & HR Leaders

"Companies with strong HR foundations are 2.5x more likely to be high-performing." — Deloitte

Are your HR systems built for growth or quietly creating risk and inefficiency behind the scenes? This quick self-audit is your first step toward strengthening your HR foundation —revealing what's working, what's missing, and where you need to grow next. It's designed for companies that want to scale with compliance, clarity, and a strong, People-First culture.

How to Use This Guide

Rate your HR performance in each area using this simple traffic light system:

🟢 Green — We're confident and compliant

🟡 Yellow — Needs review or improvement

🔴 Red — High-risk or missing altogether

Use this audit as a Strategic Planning Tool or as a starting point for conversations with your HR team.



HR Audit Categories

1. Compliance & Policies

✔ Employee Handbook is current and distributed to all New Hires & Employees are notified when Handbook changes are made with the updated changes and where to find the changes.

✔ All required U.S. Dept of Labor Posters and Notices are posted and updated and easy for employees to locate.

✔ Wage & Hour practices are compliant. (Exempt vs. Non-Exempt)

✔ Hiring and Termination Policies are consistent and documented.

2. Hiring & Onboarding

✔ Job Descriptions are updated and include essential duties.

✔ The Interview process is clear, structured, and bias-aware.

✔ New Hires receive a clear 30-60-90-day Onboarding plan.

✔ Offer Letters, I-9s, Direct Deposit Form, Tax Forms, and other Onboarding documents are handled promptly and accurately.

3. Employee Experience

✔ Employees receive regular performance feedback and recognition.

✔ Engagement surveys are conducted and acted on quarterly.

✔ Retention metrics are tracked and reviewed quarterly.

✔ Optional Exit Interviews are conducted regularly and insights are documented.



4. <u>DEIA Practices</u>

✔ Job ads use inclusive language and are posted widely.

✔ Hiring panels reflect diversity and use scoring rubrics.

✔ Pay equity is reviewed regularly.

✔ DEIA Employee and Leadership Trainings are regularly offered and feedback loops are in place.

5. <u>Learning, Development & Growth</u>

✔ Employees have access to Learning & Development resources and know where to access.

✔ Employee Career Mapping pathways exist and company project opportunities are available to employees and they know where and how to apply.

✔ Managers having ongoing training in Leadership and People Management.

Scoring red or yellow in any area? HR Media & Co. is here to help you turn those insights into action.

🎯 **Request a Custom HR Audit**