



HR Audit Template – Basic

Use this checklist to ensure your business has the foundational HR policies needed for compliance and good people management.

General Information		
Company Name: _____		
Date of Audit: _____		
Auditor Name(s): _____		
Scope of Audit: _____		
HR Strategy & Compliance	Yes	No
1. Does the company have a clearly defined HR strategy?		
2. Is the HR strategy aligned with business goals?		
3. Compliance with local labor laws and regulations		
4. Documentation of HR policies and procedures		
Talent Acquisition & Recruitment	Yes	No
1. Job descriptions reviewed and updated regularly?		
2. Recruitment process standardized and effective?		
3. Diversity and inclusion policies in place?		
4. Background checks and reference verification conducted?		
Employee Onboarding & Training	Yes	No
1. Structured onboarding process in place?		
2. Employee training programs documented?		
3. Compliance training conducted annually?		

4. Leadership development initiatives available?		
Employee Relations & Engagement	Yes	No
1. Employee satisfaction surveys conducted?		
2. HR communication channels accessible and effective?		
3. Conflict resolution mechanisms available?		
4. Retention strategies implemented?		
Performance Management & Compensation	Yes	No
1. Performance review process standardized?		
2. Clear compensation structure and benefits plan?		
3. Incentives and rewards system in place?		
4. Succession planning strategy developed?		
Compliance & Risk Management	Yes	No
1. Workplace safety protocols followed?		
2. Employee grievances handled effectively?		
3. Data protection and confidentiality measures in place?		
4. Exit interviews conducted systematically?		
Recommendations & Action Plan: <hr/> <hr/> <hr/> <hr/> <hr/>		
Key Areas of Improvement: <hr/> <hr/> <hr/> <hr/> <hr/>		
Recommended Actions:		

<hr/> <hr/> <hr/> <hr/> <hr/>
Responsible Team Members: <hr/> <hr/> <hr/> <hr/> <hr/>
Deadline for Implementation: <hr/> <hr/> <hr/> <hr/> <hr/>