HR AUDIT CHECKLIST

SL.NO	CHECKLIST
	Organizational and Record Keeping
	HR policies and procedures
1	Are HR policies and procedures documented, up-to-date, and easily accessible to employees?
2	Are HR policies and procedures aligned with Indian labor laws and regulations?
3	Are HR policies and procedures reviewed and updated regularly?
	Employee records:
4	Are employee records accurate, complete, and up-to-date?
5	Are employee records maintained securely and confidentially?
6	Are employee records retained for the required period of time
	Payroll records:
7	Are payroll records accurate, complete, and up-to-date?
8	Are payroll records compliant with Indian labor laws and regulations?
9	Are payroll records maintained securely and confidentially?
	Hiring and Recruitment
	Recruitment process:
10	Is the recruitment process fair, transparent, and non-discriminatory?
11	Are job descriptions accurate, complete, and up-to-date?
12	Are background checks conducted on all new hires?
	Onboarding process:
13	Is there a formal onboarding process in place?
14	Does the onboarding process provide new hires with the information and resources they need to succeed in their roles?
	Training and Development
	Training and development programs:
15	Are there training and development programs in place for employees at all levels?
16	Are training and development programs effective in improving employee skills and knowledge?

Basic Human Resource Hr Audit Checklist

Yi-Tong Ma

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