

# HR Process Audits

If your business has grown, changed, evolved, added people, and locations. You may be in multiple states. How does your Human Resource (HR) function compare to those of the best employers? Your HR practices and procedures play a significant role in your ability to attract and retain key personnel. Are your policies and practices in compliance with statutory regulations? In today's environment of expanding legal rights of employees, employers need to be proactive to avoid costly charges and lawsuits.

**HR Now!** can perform a full HR Process Audit for your organization. The audit will help you identify problems in your human resource operation, including areas where you are not in compliance. The assessment summarizes policies, practices, and procedures needing improvement, why and how. The audit is performed by highly qualified human resource professionals with in-depth experience in all of the key human resource functions and compliance matters and includes a thorough review of the following HR functions:

**Human Resource Function**

**Recruitment and Selection**

**HR Policies/Procedures**

**Training and Development**

**Employee Relations**

**Compensation and Benefits**

**Information Systems, Record  
Keeping and Reporting**

A comprehensive checklist is used to collect data through on-site meetings with your key staff members and to conduct a review of internal documents.

The audit culminates in a comprehensive report of findings, recommendations for improvement and suggestions for implementation, as well as relevant forms and guidelines, presented in a meeting with key members of your management team.



P. O. Box 352  
Conley, Georgia 30288  
Telephone: 404-442-7299  
[www.hrnow.biz](http://www.hrnow.biz)