



HR Logic Human Resources Audit

Guidelines

The HR Logic Human Resource Audit is a valuable tool to assist in identifying what is missing or needs improvement in your business. It offers diagnosis not a prescription. It does not suggest that every business must be doing all of the activities in the audit, however, it is obvious that some are legally required and others very good for business. It is most valuable when a business is ready to act on the findings and develop its people and business performance to a level that supports the business vision and goals.

Who Should Be Involved?

The audit can be completed by a business owner or manager but the results are more accurate if the audit is completed by small cross section of managers and staff within the business. This approach provides a broader range of opinions and more balanced results.

How is the Audit Conducted?

The audit is broken into two primary areas of focus – People and Performance. When answering each question, you should ask whether each activity exists in the organization and to what extent (fully/somewhat/not at all).

Then look at its importance to the organisation's performance and allocate an appropriate score: 1. Important / essential 2. Useful 3. Not relevant / not important.

This will help you determine priorities and identify areas you may be concentrating on which have little to contribute to performance.

The first step is to gather all the information (a valuable and revealing process in itself) and complete the audit on the following pages.

What Next?

Review the results and assess if there are any areas where you are not meeting required legislation and set these as the priority. The next priority will be clear from the 'importance score' you allocated. These will be activities or items that are inhibiting the business performance and profitability or inhibiting people from performing to their highest potential.

Develop a plan for addressing the issues, including specific activities, timelines, individual responsibilities, costing and desired outcomes.

Assistance Required?

If you need advice or help in completing the Audit or would like help in developing logical, cost effective solutions to any issues you have identified, **contact ▪ Bette McIntyre 0415 108 363.**

The first consultation is free!

Performance

Business Planning & Strategy

To what extent are the following implemented in our business?

	Fully	Some what	Not at all	Priority Rating
We have a documented business plan that includes \$'s, timelines and stated goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3
We have clearly defined strategies to maximize the performance of our staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3
Our business plan is linked to our people strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3
We have reviewed and documented the design of our organisation and believe it fits our business strategy and needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3
We have identified the skills of our leadership team and have a clearly stated and implemented succession plan in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3
We have identified our key talent and have strategies to support retention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3
We have systems and activities that allow for mentoring and coaching within our business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3
We are well equipped to manage change that affects and impacts our business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3
We know and measure our business capabilities and understand how they differentiate us from our competition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3
We undertake knowledge management activities and facilitate knowledge sharing and capturing knowledge so that it is not lost when a person leaves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3



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Documents & Policies

To what extent are the following implemented in our business?

	Fully	Some what	Not at all	Priority Rating
We have clearly defined practices and plans in place for Recruitment, Appointment & Induction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3
We have documented policies and guidelines that are easily accessible to all staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3
We have clearly defined role descriptions that provide an understanding of the role, its responsibilities and how it contributes to the business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3
We provide all new appointments with a letter of offer and job description and ensure they sign off on key company policies prior to commencing in the role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3
We have a standard, documented induction procedure used for all new staff, including formal review and feedback to all new appointments prior to the end of the induction and probation period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3
We have a documented performance improvement system that allows for goal setting, regular review and contributes to business growth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3
We have a documented performance management process that aligns to statutory requirements and is visible to staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3
We know and understand our legal obligations in relation to employment termination, and our managers are aware of their personal liabilities and business impacts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3
We have a documented OHS Programme in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3
We have a documented return to work programme in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3
We have a process in place to manage our workers compensation, review premiums and gain savings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3

People

Organisational Development

To what extent are the following implemented in our business?

	Fully	Some what	Not at all	Priority Rating
We have defined and measured the various competencies and skill levels required for each role within the business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3
We have conducted a full skills assessment on each of our staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3
Each staff member has a individual training plan to support them in their current role which ties back to individual and business plan goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3
We regularly assess our learning and development activities to ensure we are getting the best value for money and our training plans are being realised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3
We know and understand the various personality profiles within our teams as well as the distribution of the team profiles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3
Staff and managers have been coached on how to interact with each other to develop the most effective working relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3
Our broad training plan includes team and individual activities that are linked to business goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3
We have specific career development activities in place to support managerial career development and career transition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3
We regularly conduct surveys of staff to assess the climate of the organization and the engagement of staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3
We link the survey results to managerial / business goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3



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Understanding People Issues

To what extent are the following implemented in our business?

	Fully	Some what	Not at all	Priority Rating
We measure staff turnover and know and understand the reasons for staff leaving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3
We link staff turnover and improvement activities to our business plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3
We use best practice people management strategies in our business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3
We recognize high performers and reward accordingly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3
We are aware of market salary rates for our industry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3
We offer other employment benefits outside of salary and understand how to package these to ensure best return and effectiveness for the company and the individual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3
We have a policy of salary review that is visible to all and we regularly review all salaries to ensure equity to market	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3
We have positive relationships and foster open communication with unions and other employee organisations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3
Our managers and staff have been trained in relation to discrimination & harassment and they are fully aware of their obligations and personal legal liabilities as well as the potential business impact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3
We have a clearly defined process for grievance investigations to ensure independence and mitigate potential legal action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3
We regularly evaluate our existing people & performance programs to ensure they are still relevant, timely and fit the business as it grows and changes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 2 3