



## Human Resource Audits

*The future direction of your HR function depends upon knowing where you stand right now.*

**You can't know where you need to go if you don't know where you are.** The first step in determining HR effectiveness and developing a plan for addressing areas of concern is an objective assessment of your organization's current status. A.I.M.'s Employer's Resource Group offers a variety of Human Resource Audit options that can be customized to meet the needs of any organization:

1. The **Compliance Audit**—designed to provide an in-depth review of compliance issues:
  - Employee Selection Process
  - Employee Handbook
  - Recordkeeping
  - Wage and Hour Compliance
  - Employee Benefits and Leaves of Absence
  - Compensation Administration
  - Corrective Action (Discipline) and Discharge
  - Affirmative Action
2. The **Comprehensive Audit** – covers, in addition to the above:
  - Job Descriptions
  - Supervisory Training and Development
  - General Training and Development
  - Affirmative Action and EEO Procedures
  - Performance Management Systems
  - Employment Agreements and Contracts
3. The **Desk Audit**—limited in depth and scope. A “checklist” approach designed to quickly identify areas of significant concern that might warrant a more detailed review in the areas of:
  - Employment Application Forms and Policy
  - Reference Checking Process
  - Supervisory Training History
  - Job Descriptions
  - Performance Appraisal Forms
  - Employee Handbook Structure and Inclusiveness

A.I.M. will also design an audit covering any segment of the HR function to meet the very specific needs of your organization.

All audits include an on-site assessment and a written report detailing the auditor's observations and identifying strengths as well as areas of concern and the basis for that concern. The Compliance and Comprehensive Audit reports include much more in-depth analysis, recommendations, and tools to assist in corrective actions. A number of additional enhancements are available to assist companies in the development and implementation of action plans.

**The A.I.M. Difference—We're here to answer questions and support you via our HR Hotline service long after the project is completed.**

**For additional information, please complete and fax this form to Karen Choi at 617-536-1552. You can also e-mail [Info@aimnet.org](mailto:Info@aimnet.org) or call 800-470-6277.**

Name (please print or write legibly) -----

Title-----

Company name -----

Company address-----

E-mail ----- Phone ----- Fax-----