



The following summarizes key HR and business audit areas that should be carefully reviewed.

- Benefits program, including both the benefits themselves and communication to employees regarding benefits
- COBRA/state continuation notification, including posting and distribution of proper notices and administration of continuation coverage
- Employment applications—EEO compliance
- Employment letters—contents, employment at-will issues
- Federal and state labor laws compliance
- Form I-9, Employment Eligibility Verification
- Job description development and updating
- Job interview questions policy/do's and don'ts
- New employee orientation/onboarding
- New hire reporting
- Performance review process and documentation
- Recruitment policies/job posting policies
- Retirement plan compliance
- Discipline and discharge including review of internal documentation and entire termination process and documentation
- Post-termination policies, including providing references
- Workers' compensation
- Workplace safety