

HR AUDIT REPORT

CLIENT NAME (I AM SAMPLE REPORT)

Standard HR Audit report has about 20 - 30 pages. Company receives a HR Audit Report and 2 Presentations. One is a simple overview for an Owner or CEO and Finding & Improvement Suggestion for a Management Team. Audit findings are presented to CEO/Owner and/or Leadership team of the Company.

Ing. Dagmar Matějková Chudárková

MATRICARIA CHAMOMILLA S.R.O. | JAROMÍROVA 588/32, PRAHA 2

CONTENTS

INTRODUCTION 2

1. TALENT ACQUISITION..... 3

Attraction of New Employees 3

Hiring People Error! Bookmark not defined.

2. PERSONAL ADMINISTRATION Error! Bookmark not defined.

Personal Administration Error! Bookmark not defined.

Payroll Agenda Error! Bookmark not defined.

Health and Safety at working place..... Error! Bookmark not defined.

3. LEARNING AND DEVELOPMENT..... Error! Bookmark not defined.

Induction (Adaptation) Training, incl. Onboarding Error! Bookmark not defined.

Employees Learning and Development Error! Bookmark not defined.

4. PERFORMANCE MANAGEMENT..... Error! Bookmark not defined.

Performance Management process..... Error! Bookmark not defined.

5. REMUNERATION..... Error! Bookmark not defined.

Base Salary, Variable Payment, Bonus..... Error! Bookmark not defined.

Benefits (non-financial) Error! Bookmark not defined.

6. HR MARKETING..... Error! Bookmark not defined.

Social Media Error! Bookmark not defined.

Employee Branding Error! Bookmark not defined.

7. HR RELATIONS Error! Bookmark not defined.

Employee Satisfaction Survey..... Error! Bookmark not defined.

Employee Recognition Error! Bookmark not defined.

8. HR SYSTEMS Error! Bookmark not defined.

HR Management system..... Error! Bookmark not defined.

Attendance System Error! Bookmark not defined.

9. HR DEPARTMENT Error! Bookmark not defined.

Structure of the department and responsibilities..... Error! Bookmark not defined.

10. EXIT OF EMPLOYEES..... Error! Bookmark not defined.

Exit Process..... Error! Bookmark not defined.

11. CONCLUSION..... 4

INTRODUCTION

Purpose of the HR Audit:

The main Purpose of the HR Audit is to review the Human Resources function within
xxxxxxxxxxxxxxxxxxxxxx.

- Understand the current Status and define Strengths - Weaknesses - Opportunities and Threats regarding the Employees Relations.
- Focus on People Development, Leadership abilities, Living the Purpose and Values.
- Suggest Opportunities for xxxxxxxxxxxxxxxxxxxx to become a Best Employer within the Industry.

Audit Structure:

The Audit will cover all HR Functions from Hiring to Exit, the so-called Employees Life Cycle. Detailed description sees below.

The HR Audit will be based on information provided by Representatives of the Company, such as HR Director, ExCom Members incl. CEO of the company, Learning Manager and other Employees if needed. Also, it will be based on documents provided by Representatives of the Company.

Duration of the HR Audit:

- | | |
|-----------------------|--|
| 7.1. 2019 - 18.1.2019 | Gathering information and preparation of the Audit Report, Presentation for the Leadership team of the Company |
| 21.1.2019 | Presentation of the HR Audit with Findings and Recommendation. |

Description of Audit findings and suggestion for improvement. Evaluation Scale is as follows:

Green - well done, continue doing

Yellow -there is a need for improvement or change

Red - Critical finding and a potential Threat e.g. Financial, Legal or other issue

1. TALENT ACQUISITION

ATTRACTION OF NEW EMPLOYEES

Current status:

Future Employees are mainly attracted via Social Media (Facebook, LinkedIn), Job servers (Jobs.cz, prace.cz, other), Personal contacts, Company web page (career section). There is an ongoing cooperation with xxxxxxxxxx Schools and the Referral Program (xxxxxxx CZK) is implemented and widely used.

Most successful attraction sources are:

1. Personal recommendation (Referral Program)
2. Job Servers
3. Social Media (Facebook)
4. Company Web Page

Recommendations:

Description (What)	Cost	Timing
Start with Internal Hiring - All openings should be 1st presented and communicated to ALL employees via Internal Channel e.g. Intranet, Posters (kitchen, clock rooms, floors), e-mails, Internal Magazine...)	NA	Immediately
Emphasize to Employees to apply on open positions. This must be SUPPORTED by Management. Employees can apply regardless Divisions!	NA	Immediately
Focus on what works: Referral, Job Servers, Facebook, Web Page, review it every month.	NA	Immediately
Try randomly to use new web App (xxxxxxx), Outsourcing, new trends in recruitment. Always analyse (how many people have applied/hired).	Dependent on need	Immediately
Work on positive presentation in Social Media . Post Stories about Employees, Share NEWS about xxxxxxxx, xxxxxxxx, Trends in xxxxxxxx - Consistently, e.g. every Monday and DON'T STOP.	NA	Immediately
Repeat constantly to be a xxxxxx is simply COOL! Support it with professional pictures of xxxxxxxx People and Stories.	NA	Immediately
If position is open for more than one month increase the Referral fee and/or implement xxK standard position, xxK Leadership. Understand if correctly targeted.	Dependent on need	After analysing
Take part in xxxxxxxxxx Festivals, Conferences, visit schools regularly - focus on consistency and be cost efficient.	Dependent on need	Immediately
In cooperation with Marketing prepare Referral poster (well designed), simple structure WHAT - HOW - HOW MUCH.	xx.000 CZK	2 weeks
Prepare Professional Communication towards Candidates (Message xxxxxxxxxxxx)), supported by materials that are all printed and online in xxxxxxxxxxxxxx Branding.	xx.000 CZK	Preparation 1 month

2. CONCLUSION

There are many nice things XXXXXXXX does for the Employees! However, these things are not structured and very often they are done based on some immediate feedback without seeing a bigger picture.

There is a clear need to organize the HR Function in a proper, professional and simple way. It does not mean to introduce a sophisticated written process, Process Mappings, TQM and never-ending discussions about not important things. But there is a need to use common sense and introduce things which are effective, positive and adding value not only to the Company but also to allow Employees to promote XXXXXXXX as Employer of Choice.

This starts with Respect to each Employee, a clear structure, responsibilities split and taking the ownership in everything we do. Employees should be positively motivated, rewarded in line with the market and they need to understand how they can do better and how important it is to develop skills and abilities.

Employees must also understand that XXXXXXXX is willing to offer them the Opportunities, however, every Employee should also understand that without personal engagement there is no further development.

Suggested Opportunities as follows:

- **Stabilize the HR Department**, move from Admin to a Strategic partner
- **Define Company Culture** and deploy it within the entire XXXXXXXX (one culture for entire company, not division-based). The Company Culture must follow the Company Strategy, Vision and Values.
- **Focus on Cooperation within the divisions** (Best Practice sharing, Innovations, Synergies)
- **Rename Admin to Back Office Team**
- Make sure that the **Leadership team can Inspire Employees** and is seen as Role Models and real Leaders with strong Integrity, Strategic and Social Focus.
- Ensure that the **Leadership is clearly understanding** the role of being a leader e.g. ExCom member.
- **Define where XXXXXXXX is going to** - Employees need to understand the Opportunities for growth (/horizontal) within the Company
- Work on **Happiness at work** and be consistent
- Focus on **Automatization** - avoid manual inputs, focus on less usage of paper
- Try also to improve the working environment within the Head Office. Invest a bit in modern designed Offices correlating with the xxxxxxxxxxxxxxxx Concepts.
- Focus on Innovation and New Trends, however, do not consider that IT will do it all.