

Human Resources Internal Audit Checklist Sample

Use this **Human Resources Internal Audit Checklist** sample to ensure compliance and efficiency in your HR processes. The checklist covers key areas such as recruitment, employee records, payroll, and policy adherence. Regular audits help identify risks and improve overall HR management.

Checklist Areas

- **Recruitment and Hiring**
 - Are job descriptions documented and up-to-date?
 - Are recruitment procedures followed and documented?
 - Are background checks and reference checks completed?
- **Employee Records**
 - Are all employee files complete and securely stored?
 - Are personal and sensitive data protected?
 - Are employment contracts and agreements kept up-to-date?
- **Payroll Management**
 - Are payroll records accurate and updated regularly?
 - Are statutory deductions remitted on time?
 - Is payroll confidential and processed securely?
- **Policy Adherence**
 - Are HR policies and procedures documented and accessible?
 - Are employees trained on policies and code of conduct?
 - Is compliance with labor laws regularly reviewed?

Audit Recommendations

- Conduct regular audits at least annually.
- Document findings and implement corrective actions.
- Review and update HR policies as needed.
- Ensure ongoing training for HR staff.