

**Think you don't need to do your own Human Resources Audit?
Consider this...**

- The number of Charges of Discrimination has steadily risen since 1996.
- The Wage & Hour Division continues to collect record fines year after year.
- The number of Auditors employed by Department of Labor is at an all-time high.

| Audit Questions | Circle Your Response | |
|---|----------------------|----|
| | Yes | No |
| 1. My company has an Employee Handbook that is up-to-date and clearly outlines the policies and benefits of the company. | Yes | No |
| 2. Based on the number of employees currently on the payroll, my company is consistently following all the applicable federal and state employment laws and compliant pay practices. | Yes | No |
| 3. My company's employment forms are up to date and are legally compliant. The Company supervisors have been trained to consistently use forms appropriately. | Yes | No |
| 4. When applicants are interviewed I am confident that my company's application contains only legally acceptable questions. The Company Supervisors follow a systematic interview procedure and ask legally compliant questions. | Yes | No |
| 5. If an employee must be terminated, I know there won't be any trouble because my Company has follows non-discriminatory "pre-termination" procedures that will effectively back up the termination decision. | Yes | No |
| 6. The personnel files in my Company could stand up to a government agency audit because all the forms are non-discriminatory, accurate and complete including the I-9 forms. My labor law posters are up to date and legally compliant. | Yes | No |
| 7. My Company's Supervisors know how to handle complaints of discrimination and sexual harassment. We have established policies and a complaint resolution process. Supervisors and employees have received sensitivity and discrimination prevention training. | Yes | No |
| 8. We rarely lose unemployment claims because my Company's supervisors know how to legally and effectively document employee performance problems and do consistently. | Yes | No |
| 9. My company has written job descriptions that accurately reflect the job and meet the FLSA guidelines. The job descriptions will help me in the event of lawsuit or Wage & Hour audit. | Yes | No |
| 10. When it comes to performance, my employees always know where they stand because my Company provides them with accurate and timely written performance evaluations. | Yes | No |

Totals

Answering **NO** to any of these questions indicates areas of Human Resources Compliance Risk.

AUDIT YOUR PROCESSES BEFORE A GOVERNMENT AUDITOR KNOCKS ON YOUR DOOR!