

Human Resources Audit Self Assessment Questionnaire

An HR Audit will examine your current employment policies and procedures to reveal the strengths and weaknesses of your HR practices and. Importantly, identify any areas where you may be at risk of a tribunal claim

1. What industry sector does your Company operate in?

2. How many full time equivalent staff do you have?

3. **Do you have any of the following?**
 - Home workers
 - Part-timers
 - Job share
 - Workers on fixed term contract
 - Temporary workers
 - Casual workers
 - Agency workers
 - Self employed contractors
 - Consultants
 - Apprentices

4. Do they have different contracts? Y/N

5. Do all of your employees have a written statement of their terms and conditions? Y/N

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6.	Are your terms and conditions consistent across all employees?	Y/N
7.	What are your Company's standard working hours?	
8.	Do you have a shift system?	Y/N
9.	Is overtime worked, if so in what circumstances?	
10.	Do you have formal pay reviews? If so when does this process take place?	
11.	Are there any benefits that are awarded dependant on length of service?	Y/N
12.	Is there a job evaluation scheme in operation?	Y/N
13.	Do you have an up to date handbook?	Y/N
14.	Do you have probationary periods? How long are they in duration?	Y/N
15.	How do you generally communicate with your employees?	
16.	Do you have a set of employment policies and procedures?	Y/N
	When they were last reviewed/updated?	
	<ul style="list-style-type: none"> • Adoption leave <input type="radio"/> • Alcohol and drugs <input type="radio"/> 	

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- Anti – harassment ○
 - Data protection ○
 - Dependant leave ○
 - Disciplinary ○
 - Equal opportunities ○
 - Flexible working ○
 - Grievance ○
 - Health and Safety ○
 - Internet and email policy ○
 - Maternity leave ○
 - Parental leave ○
 - Paternity leave ○
 - Retirement policy/procedure ○
 - Sickness absence policy ○
 - Telephone policy ○
 - Whistle Blowing ○

17. Do you have a grievance and Disciplinary policy? When was this policy last reviewed? Y/N

18. How many employees have left in the last 12 months?

19. How many days have been lost in the last 12 months due to sickness?

20. Do you recognise any trade unions? If yes, which trade unions? Y/N

21. Are you party to any collective agreements? If so are collective Y/N

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agreements expressly incorporated into employee contracts?

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- | | | |
|-----|---|-----|
| 22. | Do you have any employee representatives or staff associations? | Y/N |
| 23. | Have you entered into any workforce agreements with employee representatives? | Y/N |
| 24. | Do you have an induction process? | Y/N |
| 25. | Do you have a performance management system? | Y/N |
| 26. | Do your employees have clear objectives and can you easily assess their performance? | Y/N |
| 27. | Does each of your employees have a current job description? | Y/N |
| 28. | Do you prepare a person specification before commencing recruitment? | Y/N |
| 29. | Does your recruitment process include checking the eligibility of all applicants to work in the UK? | Y/N |
| 30. | Have your interviewers been trained in competency and behavioural interviewing techniques? | Y/N |
| 31. | On average how long does it take for you to recruit for a new employee? | |
| 32. | How is information about an employee stored? | |
| 33. | Have you ever had any tribunal claims? If so, what was the nature of this claim? | Y/N |
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