



# Brown Plus

ACCOUNTANTS + ADVISORS



## BROWN PLUS HR AUDIT SELF-ASSESSMENT

This checklist is designed to highlight HR compliance and operational gaps that put organizations at risk. If two or more of the following statements apply to your organization, it may be time to schedule an HR audit.

### CHECK EACH STATEMENT THAT APPLIES TO YOUR ORGANIZATION:

- Our personnel manual (employee handbook) has not been reviewed or updated in the past two years.
- We are unsure whether our HR policies reflect current federal, state or local employment laws.
- Our employee and personnel files are incomplete, disorganized or not maintained in accordance with recordkeeping requirements.
- We have not conducted a formal I-9 review.
- Our onboarding and offboarding processes are informal, inconsistent or not fully documented.
- We lack clearly documented procedures for performance management, leave administration and disciplinary actions related to harassment, discrimination or workplace conduct complaints.
- HR responsibilities are spread across multiple people without clear ownership or consistent application, or there is no dedicated HR professional in-house to manage responsibilities.
- We are unsure how our compensation strategies compare to market data.
- Our organization has grown, restructured or changed significantly since our HR policies were last reviewed.
- Leadership is unaware of HR-related legal or regulatory risk.
- We have never had an HR audit conducted or it has been more than three years since our last review.

### INTERPRETING YOUR RESULTS

#### 1-3 STATEMENTS:

##### Emerging Compliance Gaps

Your organization likely has HR practices in place but may have emerging gaps in compliance, documentation or consistency. An HR audit can help clarify priorities and strengthen your foundation before issues escalate.

#### 4-6 STATEMENTS:

##### Compliance Risk Increasing

HR gaps may be creating substantial legal exposure, operational inconsistency or employee relations risk. Establishing stronger policies and documented procedures can help mitigate risk and prevent issues from compounding. An HR audit can identify root causes and provide a clear set of prioritized next steps.

#### 7+ STATEMENTS:

##### Immediate Attention Recommended

Your organization may be operating without the HR structure needed to protect against legal liability, support employees fairly and meet regulatory requirements. An HR audit can quickly identify critical gaps and establish a clear path forward.

### READY FOR THE NEXT STEP?

Brown Plus offers HR audit services tailored to the specific needs of your organization, with review across personnel files, employee handbooks, Form I-9 documentation, internal procedures and operational HR processes.

Our certified HR professionals hold SPHR, aPHR, SHRM-SCP and SHRM-CP designations and bring decades of experience across multiple industries.

Schedule a no-cost discovery call with the Brown Plus team today!

<https://www.brownplus.com/hr-audits>