THE DIY HR AUDIT CHECKLIST

A quick self-check for small employers to see where your HR systems stand.
Mark each item as Working, Needs Work, or No System.

Payroll + Compliance Basics

□ Payroll processed accurately and on time
□ Employee classifications (exempt/nonexempt) correct
□ Overtime and meal/break laws followed
□ Final pay and tax withholdings handled properly
□ Required workplace posters displayed
□ I-9s, new hire forms, and record retention compliant

Hiring + Onboarding

□ Job postings include pay ranges (where required)
□ Consistent interview and selection process
□ Background checks conducted legally
□ Offer letters and new hire paperwork standardized
□ Clear onboarding checklist or process in place
□ Employees trained on company policies and conduct

Policies + Documentation

□ Employee handbook is current and distributed
□ Key policies in place (harassment prevention, leaves, time off, etc.)
□ Documented process for employee issues or complaints
□ HR system used for personnel files (vs. paper/manual tracking)
□ Regular policy or compliance reviews completed

Employee Development + Feedback

□ Job descriptions are current and accurate
□ Employees receive regular performance feedback
□ Clear process for addressing performance or conduct issues
□ Learning or development opportunities offered
□ Recognition or reward programs are active

Leadership Involvement

□ Leaders trained on HR basics (hiring, feedback, compliance)
□ HR strategy connected to business goals
□ Leadership communicates values and expectations clearly
□ Regular team or engagement check-ins happen
□ External HR or legal support is available when needed

YOUR RESULTS

If you marked Working across most areas → you're in good shape!
If you checked Needs Work more than twice → it's time to explore professional HR support.