

Planning an HR Assessment

What is an HR assessment and what does it Include?

An HR assessment is a structured review of an organization's human resource's function, practices, policies, and systems. The overall goal is to evaluate how effectively HR supports the business, ensures compliance with laws, and contributes to employee engagement and organizational performance. Most often it is completed internally by HR leaders or externally by consultants.

What an HR assessment Includes:

HR Compliance: Review of federal, state, and local employment law compliance, I-9 documentation, personnel files, and record keeping, policies and employee handbook alignment with legal standards.

Recruitment and Onboarding: Job descriptions and classifications, hiring process efficiency and diversity efforts, onboarding programs and orientation.

Employee Relations: Grievance and compliant procedures, disciplinary action consistency, employee satisfaction and engagement practices.

Compensation and Benefits: Pay structures, wage equity, and market competitiveness, benefits offerings and enrollment processes, compliance with wage and hour laws, FLSA, ACA, etc.

Training and Development: Availability or training programs, leadership development and succession planning, compliance training to include harassment, safety, DEI etc.

Performance Management: Goal setting and evaluation systems, coaching and feedback processes, promotion, and advancement procedures.

Workplace Culture and Engagement: Employee surveys, turnover, and retention data, diversity, equity, inclusion, and belonging initiatives, recognition programs.

HR Technology and Data: Human Resources Information Systems (HRIS) effectiveness, payroll, timekeeping, and reporting systems, use of analytics for workforce planning.

HR assessments are much like health check-ups for the HR department and workforce practices. It helps to uncover gaps, risks, and opportunities to improve efficiency, compliance, and employee satisfaction.

September 1st— Labor Day

September 7th – Grandparents Day

September 21st – International Day of Peace

If you have any questions or concerns regarding this article or any other HR issue, please feel free to give us a call or send us an email.

We are here to help.

Contact us at
601-368-3302 or via
email at
hr@saviosmart.com