[Insert organisation name/logo]

# HUMAN RESOURCES AUDIT TEMPLATE

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| --- | --- |
| **Date of audit** |  |
| **Person/s undertaking audit** |  |
| **Signature** |  |

## 1 PERFORMANCE AND DEVELOPMENT REVIEWS AND CONTRACTS

### 1.1 Current staff

|  |  |  |
| --- | --- | --- |
| **Current Staff** | **Performance and Development Reviews** | **Employment contract expires** |
| **Due** | **Completed** |
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### 1.2 New staff

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| --- | --- | --- |
| **Staff** | **Performance and Development Reviews** | **Employment contract expires** |
| **Due** | **Completed** |
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## 2 STAFF ORIENTATION

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| **Staff** | **Orientation completed (checklist)** | **Orientation feedback received and responded to** |
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## 3 GRIEVANCE MANAGEMENT AND COMPLAINTS

All grievances by or against staff and all complaints against staff adhere to the relevant **[insert organisation name]** policy, i.e. documentation, communication with parties.

### 3.1 Detail of the event

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### 3.2 Other findings

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### 3.3 Actions

*Detail any actions to ensure personnel files are current and required activities undertaken.*

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