Auditing Your Human Resources Department: A Step-by-Step Guide to Assessing the Key Areas of Your Program

By John H. McConnell

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Business units everywhere are under the gun to prove their effectiveness and strategic value--especially human resources departments. Now they can accurately gauge how well they're doing with this new edition of *Auditing Your Human Resources Department*. This comprehensive guide walks readers through an in-depth self-assessment process--rigorous, but far less costly and intimidating than an outside audit.

The proven process entails gathering key information, scoring answers, analyzing data, and fixing problem spots while scrutinizing 11 HR functions, including: Department organization and employees - Recruitment and selection - Compensation - Benefits - Education, training, and development - Diversity and EOE
Hundreds of pages of questionnaires, checklists, and forms make the process as simple and painless as possible. Completely revised to include information on strategic planning and HR, important developments in technology, and new federal workplace laws, the second edition supplies the tools to pinpoint strengths, improve weaknesses --and turn HR into an essential business asset.

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Like many HR professionals, you probably have ready-access to the nitty-gritty details of the job—when new hires are trained or what measures are taken to meet safety regulations. But the big picture can be more elusive. How effectively does human resources perform its multiple functions? What's working well? What can be done better?

Now, you can accurately assess your department's strengths and weaknesses through a quantitative lens with this comprehensive HR self-audit. Packed with hundreds of pages of questionnaires, checklists, and forms, the second edition of *Auditing Your Human Resources Department* puts an arsenal of self-assessment tools and guidelines at your fingertips—all replicated on the accompanying CD. And the second edition is fully updated with new audit categories, a more complex scoring system, revised assessment tools, improved procedures for customizing results, and a new focus on strategic planning, organizational operations, and technological developments.

Auditing Your Human Resources Department supplies a clearly defined four-step process of information gathering, evaluation, analysis, and action planning for 11 key results areas, including:

• HR strategic management

• Workforce planning and selection

• Training and organizational development

• Total rewards

• Employee and labor relations

• Safety and security

• Information systems and metrics

• Diversity and EEO

• HR facilities, organization, and staff

For each area, you'll customize the auditing process to fit your organization, gauge your department's effectiveness at achieving goals, compare your results with other organizations, and uncover trouble spots that need to be addressed. And you'll do it all in-house, as quickly and painlessly as possible.

With its proven formula, fully updated tools, and on-target input from an advisory board of experts in the field, this new edition of an HR classic is indispensable for everyone wishing to maximize their department's strengths, improve upon weaknesses, and provide the long-term strategic focus needed to help their organizations thrive.

John H. McConnell, SPHR, is director of employee and labor relations for the Fashion Institute of Technology in New York and president of McConnell-Simmons and Company, a management consulting firm specializing in human resources products and services. He has written over two dozen books on

management and human resources, including *How to Identify Your Organization's Training Needs* and *How to Develop Essential HR Policies and Procedures*.

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