



Talent Management Audit Checklist

HR Quality and Compliance

- Has the organization established, documented, and maintained a successful talent management strategy?
- Identify process and criteria needed for a successful talent management strategy.
- Are the goals for the talent management strategy aligned with the organization's goals?
- Are your HR policies compliant with state and federal regulations?
- Does every employee, leader and manager have a current job description on file?
- Do all employees have a personnel file?
- Are all the personnel files up to date?

Talent Acquisition and On-Boarding

- Do you have a current approval and tracking process for requisitions?
- What department has the most open requisitions? Which positions does this department recruit for the most? Why is this the case? How often does this department recruit for certain positions?
- What departments has the least open requisitions? Why? Repeat Above Questions?
- What are the main recruiting sources used by the organization as a whole? (Feel free to break this down by department).
- From what source are candidates hired from the most? (feel free to break this down by department, industry practices, etc).
- What metrics are currently being used to track recruiting success?



- What metrics are being used to track the success of the candidate experience?
- Are the current new hire documents up to date?
- What steps are being taken to ensure that new hires feel welcomed prior to their official start date?
- What is your current new hire orientation process? How long is it? What topics are covered?
- What is your current process for training new hires for their specific roles?

Learning and Development

- Are employees given opportunities to develop new skills?
- What skills are currently lacking within the organization? What skills are strong?
- What skills and abilities are needed for the success of the organization? (Feel free to break this down by department?)
- Does your current performance appraisal process accurately define performance goals with measurable outcomes?
- Does your current performance appraisal process accurately depict the purpose, duties and responsibilities of the job?
- Do you have an effective process for documenting performance issues?
- Do employees receive regular feedback from supervisors regarding their performance?
- Are supervisors effectively documenting performance concerns?
- What learning and development initiatives are currently in place?
- Is there a current succession planning process in place?
- What learning and development initiatives are in place to support employees who have potential to move into higher roles?



Employee Relations

- Is there a clear and effective process in place for handling employee complaints?
- Is there a clear and effective process for handling terminations?
- Are employees able to form positive relationships with each other and leaders?
- Is there constant bickering, gossiping, or hostility amongst employees, managers or leaders within a certain department? Group?
- Is there clear and open communication between senior leaders, middle managers and employees?
- Does the HR department have a positive rapport with senior leaders and middle managers?

Total Rewards

- Have the current salary ranges been reviewed and updated accordingly?
- Are merit increases given fairly and in a timely manner?
- Is there an effective bonus program in place to reward high performers?
- What other incentives does the organization provide to employees? (this could also include non-monetary incentives such as discounts)?
- Are employees happy with the organization's current benefits package?

Employee Retention and Engagement

- Do employees feel a sense of purpose about their jobs?
- Do employees feel their jobs are making an impact?
- Are you able to retain key employees?
- What engagement/retention initiatives are currently in place?



REJUVENATE HR

TGIM: THANK GOODNESS IT'S MONDAY!