

NATIONAL ASSOCIATION OF REALTORS®
Human Resources Tool Kit

HR Audit Form

EMPLOYEE RELATIONS

- Are the "NAR Employer/Employee Guidelines for Wrongful Termination" followed?
- Is there a formal Performance Improvement Program policy?
- Are terminations handled in a manner that complies with applicable laws and association policy?
- Is written performance documentation maintained?
- Are performance reviews done on a regular basis?
- Do employees clearly know upon what their appraisals will be based?
- Do you have an open door policy for employee complaints?
- Is the sexual harassment policy clearly communicated to all employees?
- Are employees provided with a comfortable work environment?
- Are personnel files retained in compliance with applicable laws?
- Are I-9 forms complete for all employees?
- Have all employees received a copy of the employee handbook? Have they signed a statement that they have received, read and understand its contents?
- Does the handbook have the appropriate "Employment At Will" disclaimer?

RECRUITING

- Is a standard application form used?
- Do job descriptions exist for open positions?
- Does the job description drive the writing of the employment ad?
- Does the job description drive the selection of behavioral interview questions?
- Are all qualified candidates interviewed?
- Is the selection decision made in compliance with the applicable employment laws?
- Have candidates given written permission to contact references?
- Are references checked before offers are made?

LEGAL

- Are all employee decisions based on Bona Fide Occupational Qualifications?
- Are required employment law posters displayed in an appropriate place?
- Are you making employment decisions based on applicable employment laws and compliance thresholds?

TRAINING

- Is an orientation conducted for all new hires?
- Do all new hires receive job-specific training?
- Are current employees allowed to take skills-based training as needed?

COMPENSATION

- Are employees appropriately classified (exempt vs. nonexempt, employee vs. independent contractor)?
- Is there compliance with the Fair Labor Standards Act in terms of minimum wage, overtime pay and record keeping?
- Is there compliance with other applicable employment laws?
- Are employees paid a competitive rate?
- Is there internal equity among current employees?
- Is compensation tied to performance?

BENEFITS

- Are the benefits offered sufficient to attract the desired level of talent?
- Are the benefits offered in compliance with the appropriate laws?