



## HR TUNE-UP!<sup>™</sup>

### SCOPE OF ENGAGEMENT

Our unique and innovative review that provides valuable risk management information regarding the Human Resources department and function at financial institutions!

- Off-Site Engagement
- Entrance and Exit Interviews
  - Conducted with Company officials, HR Executive, HR personnel:
    - discuss general HR processes and assigned responsibility;
    - specify procedures to be followed by Company for Engagement;
    - answer any questions regarding the auditor's evaluation process.
- Document Request
  - Information and Documentation subject to review
- Conduct HR Tune-Up!<sup>™</sup>
  - Hiring/Onboarding
  - FLSA
  - Policies and Handbook
  - Leaves of Absence
  - Discrimination/Harassment/Ethics
- Issue Preliminary Report
  - Executive Summary
  - HR Tune-Up!<sup>™</sup>
    - Findings: strengths and weaknesses
    - Corrective Action(s) recommendations
- Final Report

[More Information](#)

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