

## EMPLOYMENT AUDIT

1. Application
  - a. Prohibited inquiries
  - b. Application forms
  - c. Affirmative action information
  - d. Application information release form  
-indemnity provision, at will employment
  - e. Interview/Applicant Flow Logs
2. Interview Process
  - a. Prohibited inquiries
  - b. Minimizing litigation risks
  - c. Interview methods
  - d. Interview evaluation
  - e. Interview policies
  - f. Rejection letters
3. Hiring Procedure
  - a. General and special considerations
  - b. Recruiting sources
  - c. Selection methods/Minimizing litigation risks
  - d. Hiring policies
  - e. Offer procedures
  - f. Job descriptions
  - g. New Employee checklist/Orientation Checklist
4. Employment Handbook
  - a. General considerations
  - b. Contract disclaimers
  - c. Annual review
  - d. Receipt Acknowledgments
5. Employee Data Verification Policies
  - a. Criminal history
  - b. Immigration
  - c. Reference Checks
  - d. Skill Testing
6. Workplace Record Policies
  - a. Employment Record Inspection Procedures
  - b. Record Retention and Posting

- c. Employment Record Confidentiality
  - d. Medical Records
  - e. Drug Testing
  - f. Review Insurance Coverages
7. Workplace Medical Policies
- a. Pre-employment examinations
  - b. Employee Assistance Programs (EAPS)
  - c. Alcohol and Drugs
8. Information Collection/Distribution
- a. Searches
  - b. Monitoring
  - c. Surveillance
    - Policy/Notice
  - d. Literature Solicitation and Distribution
  - e. E-mail/Computer Use Policy
  - f. Confidentiality Measures
  - g. Child Support
9. Discipline and Performance
- a. Performance Evaluations
  - b. Discipline Notices
  - c. Termination checklist
    - keys, equipment and supplies returned
    - cash advances recovered
    - computer access code cancelled
    - voice mail access cancelled
    - credit cards returned
    - final paycheck
    - id/ access cards returned
    - new address
    - COBRA notice sent
    - pension information (if applicable)
    - exit interview questionnaire
  - d. Prohibited Terminations
  - e. Unemployment Compensation Proceedings
  - f. Severance practices
  - g. Post-termination Requests by Former Employees
    - i. Reasons for Termination
    - ii. Personnel file
  - h. Post-Termination References

10. Harassment/Discrimination
  - a. Policies
  - b. Investigation Process
  - c. Resolution information and documentation
  - d. Post-Complaint follow-up
  
11. Leaves of Absence and Workers Compensation
  - a. Policies  
Family & Medical Leave  
Minnesota Parental Leave
  - b. Documentation
  - c. Return to work/reinstatement
  - d. Medical Certifications/ Consents
  - e. Absenteeism
  
12. Compensation and Benefits
  - a. Exempt/Non-exempt
  - b. Deductions/ Consent
  - c. Time off
  - d. Wage assignments
  - e. Procedures regarding payment to employees who resign
  - f. Procedures regarding payment to terminated employees
  - g. Fringe benefits
  - h. Overtime work
  - g. COBRA
  
13. Internal Training and Communication
  - a. Supervisors
  - b. New Employees
  - c. Current Employees
  - d. Human Resource Administration
  - e. Temporary Workers
  
14. Safety and Health
  - a. Safety program
  - b. Alcohol and Drug abuse policy
  - c. Workers' Compensation
  - d. DOT compliance
  - e. OSHA logs of injuries & accidents (form 200-kept 5 years); (form 101 for each recordable illness or injury)
  - f. Report of Accident or Injury