**HR Audit**

**Internal Assignment Applicable for June 2020 Examination**

**1. CottonCo is a manufacturing company with offices across India. They have well defined HR policies and an active HR team. They regularly conduct an Employee Satisfaction Survey to assess the level of employee motivation. Last 3 years saw the satisfaction scores go down. One key area of disconnect was found to be the compensation and benefits area. Your firm has been appointed to Audit the Compensation and Benefits provided and suggest appropriate steps.**

**What steps will you follow to do a compensation and benefits audit of the company?**

**(10 Marks)**

**Answer:** Employee compensation system along with the benefits programs, are one of the most complex HR systems. A reward system should help support the organization's strategic mission, motivate employees, and reward performance.

Compensation systems should be both externally competitive and internally equitable. Auditors may want to work with a compensation expert when reviewing this area. A review of the organization's

**2. Patel Enterprises is in the business of Electrical motors. They had recently tied-up with a Japanese company to supply motors to them. When the Chairman, Mr. Patel, visited the Japanese company factory, he was very inspired by his Japanese client’s practices. He then decided to go in for a Business excellence model, which would help the business use a structured approach to total quality and excellence, to achieve sustainable business growth. The Chairman is keen to include the HR department as part of this excellence journey and has appointed your company to help him with this. Your company has recommended the creation of a HR scorecard. To help the Chairman understand this concept, you need to share a note.**

**Give a detailed note on what the HR Scorecard is, as well as the inputs that go into creating the scorecard and the steps to create the scorecard. (10 Marks)**

**Answer:**

**Had I been appointed as a HR Score card consultant for CEO of PatelEnterprise , I Would have made following report to make CEO understand Concept of Balance Scorecard.**

An HR scorecard is a visual representation of key measures of human resource department achievements, productivity and other factors important to the organization. Factors measured include costs, hiring, turnover, training, performance management and alignment with corporate goals. Most HR scorecards are tied to corporate goals or strategic plans and are designed to track and measure

**3. Polestar Finance is a fin-tech company started by a seasoned entrepreneur. The company has seen rapid growth into a well-established organization. The founders have set a clear strategy and the same has been shared with all the employees. The company hired an external Human Resources consultant who then redefined the policies to keep them in line with the overall business strategy. A recent satisfaction survey showed that the employees felt that there was a big difference between the aim of the policy and the actual implementation.**

**The current HR team was set up at the start of the company’s operations and has efficiently managed the basic HR processes so far. However, they are now finding it difficult to handle the new processes that the consultant has put in. The CEO has hired your firm to conduct a HR audit. To present to the CEO:**

**a. Detail out the Levels of HR Audit you will focus on as well including the reasons for the same (5 Marks)**

**Answer:** Employers are increasingly finding it hard to recruit and retain talented workers. Savvy managers are conducting human resource (HR) audits to assess the employees' satisfaction with their work in a bid to retain them. HR audits are also those reviews done to determine whether the current human resource

**b. A brief note on the steps you will take to audit the company.**

**Answer:** An **HR audit** gives businesses the opportunity to identify any potential human resources compliance issues and establish HR best practices.

**Determine the scope**

The first step of

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