**NMIMS Global Access**

**School for Continuing Education (NGA-SCE)**

**Course: HR Audit**

**Internal Assignment Applicable for September 2020 Examination**

**1. John & Co is a family run business, which has been in existence for many years. The MD, Mr. John, knew each and every employee in his company and ran the company like his extended family. He was personally involved in every performance and increment discussion and would take the final decision for each employee. The employees were quite happy in this set-up. After a few decades, Mr. John decided to retire from the company and put in place a professional management team to run the company. The new management team has been hired from other companies and has been given a free hand to run the company. To understand the capabilities of the staff in the company, the team has your company to do a HRD audit, with a focus on Competency Audit.**

**As the HRD Auditor in charge of the audit, explain HRD Audit and Competency Audit aspects of HRD Audit including the reasons for such an audit, what it examines and a brief note on the process, giving the contextual examples from the case.**

**Answer:** HRD audit means the methodical authentication of job analysis and design, recruitment and selection, direction and placement, training performance appraisal and job evaluation of the HR of the organization. HRD audit helps in organizational strategy, achieving goals and also to benchmark various performance data, to ensure continuous development of any organization systematic. HR audit helps in Its sample only

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your**last date is 20 Sep 2020**.

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**2. Dingo Tech, a technology start-up has grown rapidly since its inception 4 years ago. While the company is increasing manpower at the rate of 30% per annum, it is also experiencing high levels of attrition and losing a lot of key people. You have been appointed as the external HR Auditor for this company.**

**What are the different Methods of HR Audit you will use to audit the attrition in the company? (10 Marks)**

**Answer:**

**INTRODUCTION**

Numerous unfavorable impacts including overall poor company performance, low employee morale, in worst of case more employee attrition are due to uncontrolled employee attrition. The decrease in the workforce causes remaining employees to work on the slack left behind- mostly performing the task they are not completely trained to perform or are not the best suited, which in turn leaves the staff feeling unappreciated, underpaid and overworked which causes more attrition. Such conditions could

**3. SuperFoods Enterprises, an MNC based in France has planned to enter the Indian market by taking over a small family owned enterprise called Usha foods. The company plans to significantly ramp up the existing operations through an aggressive hiring strategy. Not only is the company planning to increase its workforce, it is also adding more roles in the structure. The key to the success of this venture is how well the company is able to attract and hire quality talent in a short span of time. To prepare for this, SuperFoods has hired your team to do an audit of the Recruitment and Selection process.**

1. **As the auditor, give a note detailing a checklist of questions, along with the reason for the question, to be addressed while conducting the audit, adding relevant points from the case. (5 Marks)**

**Answer:**

A Recruitment Audit is an unbiased examination and evaluation of systems and processes of an organization in order to demonstrate whether they are in compliance with a standard. It is a comprehensive method to review your current recruitment policies, procedures, documentation and systems to identify needs for improvement and enhancement of the overall recruitment

function. An Audit Its sample only

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