

HR WASTE AUDIT CHECKLIST



5 Practices Costing Mid-Size Companies \$100K+ Per Year



HR Tech Sprawl and Overlap

01

We have more than one HR system with overlapping functions.

02

We pay for modules or licenses no one is actively using.

03

We review HR software ROI at least quarterly.

Misclassified Roles & Wage/Hour Risk

01

All exempt/non-exempt classifications are compliant and updated.

02

Contractors vs. Employees are properly classified.

03

Managers are trained on wage/hour basics.

Onboarding & Offboarding Gaps

01

Every new hire has a structured 30-60-90 plan.

02

System access is revoked same-day when employees leave.

03

Equipment return and exit checklists are consistently followed.

Performance Management Whiplash

01

We use a consistent check-in rhythm.

02

Leaders have a framework to coach and log performance issues.

03

Review align to business goals, not just annual paperwork.



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DIY HR Without Expertise

01

HR compliance is handled by a trained HR professional.

02

We run a periodic HR audit to prevent risks.

03

We benchmark HR costs and outcomes against industry peers.

