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HR FILE HEALTH CHECK

Providing full audit support for your
organisation

WHO WE ARE

At PACT HR we provide our customers with the support needed to ensure your people remain your greatest asset.

Engaging with PACT HR for a HR File Health Check puts you in the hands of education HR specialists with a wealth of experience.

Based in Bradford, West Yorkshire we are perfectly placed to support organisations across the Yorkshire district, and further afield.





TAILORED TO YOU

The first step in the process is always to understand the background and arrangements in your organisation. This allows the team to best ensure the approach meets your needs to the fullest.

TRANSPARENT

You will be kept well-informed of the steps being taken and the cost of the service will be agreed before work commences. Any additional support identified will be discussed with you before any work is undertaken.

**BY CARRYING OUT
A FILE CHECK,
YOU CAN GET A
TRUE AND
THOROUGH
PICTURE OF THE
EFFECTIVENESS
OF YOUR HR
SYSTEMS, THEIR
COMPLIANCE WITH
GDPR AND DECIDE
WHERE TO MAKE
IMPROVEMENTS.**



01

The HR Consultant will work with you to complete a brief check of your files under random selection and provide a report on findings

02

Depending on the findings of the initial spot check process, the next stage will involve a review of all current staff files

03

Nothing will be destroyed! All paperwork will remain on file but anything requiring attention will be organised to allow you to promptly remedy any issues as detailed within the report of findings and recommendations.

