

FUNCTIONAL CATEGORY GROUPING ANALYSIS

The **audit** grouped all HR categories into three basic functions for general analysis purposes: HR Management, Strategic Activities, and Operational Activities. Some insight can be gained for combining totals from selected categories.

Department Management

Two categories from this audit were used for insight into overall HR Management, HR Organization and HR Employees.

HR Organization _____

HR Employees _____

Total HR Management _____

If total points were 608 or more for HR Management, your human resources function appears to be managing very well. If your total points were at least 494 but no more than 607, your human resource function is managing better than a typical function. If your total points were at least 342 but no more than 493, your HR function requires improvement. If your total points were below 342, you have significant problems in management of the function.

Strategic Activities

The three categories from this audit that can be used for insight into Strategic Activities are HR Mission, Human Resources Planning, and Organizational Development.

HR Mission	_____
Human Resources Planning	_____
Organization Development	_____
Total Strategic Activities	_____

If your total points were 736 or more for Strategic Activities, your human resources function appears to be doing very well. If your total points were at least 598 but no more than 735, your human resources function is doing better than a typical function. If your total points were at least 414 but no more than 597, your human resources function requires improvement. If your total points were below 414, you have significant problems in providing strategic HR support to your organization.

Operational Activities

All of the other categories from this audit can be used for insight into Operational Activities. An “X” indicates a category not applicable to your human current HR function.

Labor Relations	_____
Recruitment and Selection	_____
Education, Training, and Development	_____
Employee Relations	_____
Benefits	_____
Compensation	_____
Diversity and Equal Employment Opportunity	_____
Safety and Environment	_____
Security	_____

Equipment and Facilities	_____
Documentation and Information Systems	_____
Total Operational Activities	_____

If your total points were 2,997 or more for Operational Activities, your human resources function appears to be doing very well in providing the Organization with human resources services. If your total points were at least 2,434 but no more than 2,996, your human resources function is doing better than a typical function. If your total points were at least 1,685 but no more than 2,433, your human resources function requires improvement. If your total points were below 1,695, you have significant problems providing HR operational activities to the Organization.

Analysis

HR Consult has found that effective HR functions weight the contributions of these three functions to the success of an organization has follows:

Department Management	25%
Strategic Activities	50%
Operational Activities	25%