**

**HR Strategy Audit Toolkit**

Questionnaire, Prioritization Matrix, & action plan

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| **HR STRATEGY AUDIT QUESTIONNAIRE** |

***Instructions***

*Rate your current HR strategy using the following questions and rating scale:*

* *1 = Not at all*
* *2 = Somewhat or inconsistently*
* *3 = Mostly*
* *4 = Completely*

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| --- | --- | --- | --- | --- |
|  | *1* | *2* | *3* | *4* |
| **PURPOSE**  Is your strategy clear about its purpose and what it needs to achieve? |  |  |  |  |
| **RELEVANCE**  Does the strategy clearly reflect the business priorities? |  |  |  |  |
| **STRATEGIC FOCUS AREAS**  Does the strategy focus on three to five clear strategic focus areas? |  |  |  |  |
| INCLUSION OF CORE AREAS Does your strategy have adequate focus on DEIB, ESG, and employee engagement, aligned to the organizational purpose? |  |  |  |  |
| EXTERNAL ENVIRONMENT Does the strategy adequately consider industry, legislative, and external factors? |  |  |  |  |
| TRANSLATION AND COMMUNICATION Is the strategy translated for various audiences based on their needs? |  |  |  |  |
| EXECUTION ROADMAP Is there a clear execution roadmap that drives implementation across different functional areas and levels, including risks to be monitored? |  |  |  |  |
| INVESTMENT REQUIREMENTS Does the strategy outline the investments required for success? |  |  |  |  |
| MEASUREMENTAre key performance indicators and measurement metrics and cadences outlined? |  |  |  |  |
| GOVERNANCE Is it clear where, how, and when decisions regarding the HR strategy and its execution are made? |  |  |  |  |

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| **PRIORITIZATION MATRIX** |

***Instructions***

1. *Look at your completed responses and count how many times you selected 1, 2, 3, and 4. Identify your most frequent score to understand the overall effectiveness of your HR strategy and where improvement may be needed.*

* *1 = Significant gap or pain point to be addressed*
* *2 = Some gaps that may present issues*
* *3 = May require some attention*
* *4 = Strength to leverage*

1. *Choose the lowest-rated areas in your questionnaire and consider your unique business context. Fill in the purple boxes below with actions to address these focus areas and place them on the Prioritization Matrix based on:*

* *Effort: how much time and resources will be required to implement the solution*
* *Impact: potential for positive change in the short to medium term*

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| **The four quadrants of the Prioritization Matrix**   * **Quick wins: low effort & high impact.** These are quick wins that can easily be implemented while also yielding a significant impact. This is a good place to start. * **Prioritize: high effort & high impact.** These are important focus areas to prioritize and focus on, as they will require effort to implement, but will make a significant impact. It is best to manage these as bigger projects with dedicated focus. * **Deprioritize: low effort & low impact.** These focus areas are important to maintain and adjust when things change, however do not require a dedicated focus for now. These require incremental review and adjustments. * **Revisit later: high effort & low impact.** These focus areas should be parked for now and revisited in the future to see if they’re still relevant. These may be deprioritized or moved into another category as the business evolves. |

Quick wins

Deprioritize

Prioritize

Revisit later

**Effort**

**Impact**

**Area 2**

**Area 1**

**Area 4**

**Area 3**

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| **ACTION PLAN** |

***Instructions***

*Use this table to define an action plan with timelines and clear accountabilities to ensure the actions that you have identified in the Prioritization Matrix are successfully implemented:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Action*** | ***Responsible person*** | ***Resources needed*** | ***Priority*** | ***Start date*** | ***Due date*** |
| For example, create an HR strategy one-pager for managers to translate the strategy and highlight their role in shaping the employee experience. | Head of EX | * Input from marketing on wording and design * Support from the Intranet team to host the one-pager on the Leadership section | Medium | October 2025 | March 2026 |
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