

HR Policy Review Template

A structured tool to evaluate and enhance your HR policies.

Policy Details

Policy Name _____

Last Review Date _____

Evaluation Criteria

Use this section to assess whether the policy meets organizational and legal requirements.

Does the policy clearly define its purpose? [Yes/No] If no, why? _____

Is it legally compliant? [Yes/No] If no, why? _____

Does it align with company mission/values? [Yes/No] If no, why? _____

Are roles/responsibilities clearly outlined? [Yes/No] If no, why? _____

Is it accessible to employees? [Yes/No] If no, why? _____

Findings and Next Steps

Key Gaps Identified: _____

Recommended Changes: _____

Timeline for Updates: _____