

HRM 464

HR Audit Presentation/Report Feedback

Speaker(s)/Group _____ **Date** _____

1	3	5	Introduction/Executive Summary	
			1	Provides overview/summary
			2	States thesis clearly and previews major points and “roadmap”
			3	Executive summary succinct, conclusive and captures audience attention

Content				
			4	Describes company and industry to understand how the company competes
			5	Describes company HR strategy and policies/practices clearly
			6	Provides critical analyses of HR integration and link to business strategy.
			7	Makes logical recommendations to better align HR practices with business
			8	Explains methodology and analyses clearly

Organization				
			9	Organizes content logically, easy to follow, ideas do not ramble
			10	Supports points clearly, ideas explained completely
			11	Connects supporting points and with transitions clearly
			12	Cites recent sources appropriately

Presentation Delivery				
			13	Poised, good posture, appropriate dress
			14	Appropriate gestures, body movement, articulation (clearness, rate, pitch)
			15	Comfortable eye contact; discreet use of notes
			16	Appropriate, correct use of language, conversational delivery
			17	Uses time effectively and stays within time constraints.
			18	Visuals clear and supported content

Conclusion				
			19	Concisely summarizes major points
			20	Provides recommendations to improve HR in the company

Total Points				
				Comments

Adapted from Cheshier, David, Schaller, Kristi, and Callison, Marybeth. (1998). Public Speaking: From Ideas to Action. Dubuque, Iowa: Kendall/Hunt Publishing Company. January 2002.

1 = Needs Improvement, 3 = Good, 5 = Outstanding