

Internal Communication Audit Checklist

1. Communication Channels

- ☐ All current internal communication channels are documented
- ☐ Usage and effectiveness of each channel is regularly reviewed
- ☐ Employees are aware of available channels
- ☐ Channels are fit for purpose

2. Message Content and Clarity

- ☐ Key messages are clearly defined
- ☐ Messages are tailored for different audiences
- ☐ Communication is free from jargon
- ☐ Critical information is easy to find

3. Feedback and Engagement

- ☐ Feedback mechanisms are in place
- ☐ Employee engagement is monitored
- ☐ Feedback is acknowledged and acted upon
- ☐ Two-way communication is encouraged

4. Accessibility

- ☐ Information is accessible to all employees
- ☐ Language, format, and channels accommodate all needs
- ☐ Archived or past communications are available if needed

5. Measurement and Analysis

- ☐ Communication effectiveness is regularly measured
- ☐ Data is collected and analyzed
- ☐ Findings inform improvements

General Comments

--

Recommendations