Enhancing Your Department’s Control Environment

Listed below are some tips to enhance a department's control environment. This list is not all-inclusive, nor will every item apply to every department; it can, however, serve as a starting point.

- Have well-written and accessible departmental policies and procedures which addresses its significant activities and unique issues.
- Clearly and regularly communicate employee responsibilities, limits to authority, performance standards, control procedures, and reporting relationships.
- Ensure employees are well acquainted with the University's policies and procedures that pertain to their job responsibilities including the
- Discuss ethical issues with employees. If employees need additional guidance, issue departmental standards of conduct.
- Make sure that job descriptions exist, clearly state responsibility for internal control, and correctly translate desired competence levels into requisite knowledge, skills, and experience; make sure that hiring practices result in hiring qualified individuals.
- Ensure staff attends training programs provided through Human Resources Learning and Development program.
- Ensure employee performance evaluations are conducted periodically. Performance issues should be promptly and thoroughly dealt with.