
HUMAN RESOURCES SERVICES

1. Human Resources Assessment

- ❖ *Basic*
- ❖ *Standard*
- ❖ *Comprehensive*

2. Employee Relations

- ❖ *Employee survey, interviews, or focus groups*
- ❖ *Results compilation/ reporting*
- ❖ *Recommendations/ action plans*
- ❖ *Feedback to employees*

3. Employee Communications

- ❖ *Employee survey*
- ❖ *Results compilation/ reporting*
- ❖ *Recommendations/ action plans*
- ❖ *Feedback to employees*
- ❖ *Facilitation of an employee communications task group*

4. Employee Rewards

- ❖ *Summary of compensation and benefits*
- ❖ *Review/ analysis of pay, benefits, incentives, and reward programs*
- ❖ *Market comparisons/ benchmarking*
- ❖ *Recommendations/ action plans*
- ❖ *Design of agreed upon changes*

5. Performance Management

- ❖ *Performance review form (at least two levels)*
- ❖ *Employee recognition form*
- ❖ *Corrective action form*
- ❖ *360 survey for management*

6. Training & Development

- ❖ *Various customized workshops*
- ❖ *Employee needs assessment*
- ❖ *Compilation/ analysis of results/ reporting*
- ❖ *Recommendations/ action plans*

7. Policies & Procedures

- ❖ *Human Resources and Payroll Forms and Procedures Manual*
- ❖ *Flow charting and documentation of other internal procedures*

8. Employee Handbook

- ❖ Summary of company philosophy and expectations of employees
- ❖ Statement of intent to comply with various legal regulations
- ❖ Employee acknowledgement of receipt

9. Employee Retention

- ❖ Turnover analysis
- ❖ Survey of former employees
- ❖ Compilation of results/ analysis/ reporting
- ❖ Recommendations/ action plans

10. Recruitment & Selection Procedures

- ❖ Review of procedures/ processes
- ❖ Screening processes to assist in better hiring/ decision-making
- ❖ Training of those involved in the hiring process

11. Legal Compliance and Awareness

- ❖ Assessment
- ❖ Findings/ reporting
- ❖ Recommendations/ action plans
- ❖ Facilitation of implementation of corrective actions
- ❖ Advice about use of legal counsel

12. Human Resources Retainer Services (P.A.S.S.)

- ❖ Act as/ oversee human resources functions as agreed upon
- ❖ Scheduled on-site services, if desired
- ❖ 24/7 availability to answer HR questions, address employee issues