

Human Resources Consulting

Professional services include a full range of functional and operational support to implement and execute successful human resource programs and initiatives. Expertise can be provided directly to the CEO or senior leader and/or to individual HR staff members in a coaching or consulting role. The intent is to serve as an extension of the organization's human resources department as a way to increase capacity and achieve outcomes more quickly and efficiently.

Solution-Based Services:

- *HR Program Analysis, Management and Administration* – performing HR practices and policies audit. Help in improving the design and functioning of human resources plans to meet the organization's current needs and long-term goals.
- *Employee Relations* - evaluating current employee relations efforts and examining the organizational culture to determine real or perceived problems.
- *Job Analysis and Job Description Development* - creating or updating job descriptions to ensure that they take into account the qualifications, physical demands, supervisory responsibilities and work environment.
- *Performance Appraisal System Development* – developing customized documents and processes suitable for all levels of the organization, along with training and support for managers and supervisors.
- *Recruitment and Staffing* – sourcing, attracting, evaluating and hiring the best possible employees.
- *Employee Handbook Development* – creating a customized guide for the organization.
- *Focus Groups* – designing, facilitating, analyzing and report preparation.