

Human Resources Needs Audit

**Is your Human Resources function an affordable,
responsive, legally-compliant asset?
It should be.**

Investment in good HR yields continual benefits, whether you're a one-person office or an organization employing a hundred people. Answer the following questions to assess if you have the optimal HR strategies.

Do You Have?

- An approach to HR that safeguards you from the possibilities of costly litigation?
- Recruitment and interviewing skills that result in hiring the best employee for the job?
- A HR expert who responds promptly and clearly to your questions about HR issues?
- An employee handbook that includes at-will employment, discipline, and sexual harassment policies?
- Progressive termination and outplacement policies that protect your bottom line?
- An Injury and Illness Prevention program that will pass CAL/OSHA inspection?
- Customized job descriptions that protect you and conform to ADA?
- Objective performance evaluation procedures and promotion policies?
- Competitive compensation and employee benefits that meet current regulations and industry benchmarks?
- A strategy to minimize absenteeism, work-related stress, and turnover?
- Effective internal communications that improve employee involvement and morale?
- An HR Management Training Program for supervisory employees?

If you have unchecked boxes, contact HR4Hire today.

We'll use your checklist as a starting point to discuss how HR4Hire can help you implement effective, up-to-date HR policies and procedures that translate into reduced costs, increased gains in productivity and morale.

Our diagnostic approach ensures that our efforts are directly related to outcomes. Services are individualized to your specific needs, business environment, and culture. HR4Hire saves you time and money without sacrificing professionalism.

**HR4Hire provides the benefits of a full-service HR function
-- without the cost of maintaining one.**