



HR Consulting Projects, Initiatives, etc.

- HR Audit
 - Personnel Files / Medical Files / Privacy laws
 - Interview/application processes
 - Employee on-boarding / orientation
 - I-9 verification process & other new hire paperwork / acknowledgements
 - Time-off practices (holiday, vacation, personal, sick leave, medical leave, etc.)
 - Performance Management
 - Worker's compensation
 - Wage and hour practices
 - Is your company compliant with all HR-related issues?
- Employment Law
 - Proper legal postings
 - Internal Investigations
 - Employment Laws
 - Assist with legal suits (Civil, EEOC, Discrimination, Arbitration, Title VII)
- Recruiting/Interviewing – Labor Planning
 - Workforce planning
 - Specifying Jobs and Roles
 - Outsourcing
 - Screening Applicants/ Background Checks / Verifications
 - Selecting (Hiring) New Employees
- Company/Employee Handbook
 - Policies & Procedures
- Human Resources Forms - (see last page)
- Training
 - Management/Development Training
 - Compliance Training
 - Sexual Harassment
 - Code of business conduct
 - Ethics
 - Diversity
 - New Hire Orientations
 - Respect in the workplace
 - Attitude and Motivation (morale)
 - Email etiquette and proper/legal emailing
 - Professionalism
 - Career Development
 - Leadership Development
- Job Descriptions
- Organizational Development
- Payroll and Pay regulations (Dept. of Labor – Wage & Hour guidelines)



HR Consulting Projects, Initiatives, etc.

- Exempt vs. Non-exempt
- Pay for Performance/Incentive/Bonus programs
- Salary Grades / Grade levels
- Direct Deposit
- Communication
 - Intranet
 - Emails
 - Postings
 - Organizational Announcements
 - Organizational Charts
 - Routine Employee meetings (state of the business address)
- Benefits
 - COBRA administration
 - Medical / Rx
 - Dental
 - Vision/Optical Discount Programs, etc.
 - Life
 - AD & D
 - STD / LTD
 - 401(k) / Pension Programs
 - Flexible Spending
 - Cafeteria Plans
 - EAP
 - Childcare/Elder Care / Daycare
 - Discounted Purchases/Freebies
 - Work/Life programs
 - Expense reimbursement policy/program
 - HIPAA
 - Wellness Programs
 - Tuition Reimbursement Program
- FMLA –any medical leave
- Employee Relations
 - Succession Planning
 - Employee Appreciation / Recognition Programs
 - Retention Programs
 - Employee Surveys
 - Incentive programs
 - Suggestion Program
 - Customer Incentive Program
 - Sales Incentive Program
 - Attendance Incentive Program
- Performance Management
 - Appraisal System/Reviews



HR Consulting Projects, Initiatives, etc.

- 360's / Peer evaluations
 - Self evaluations
 - Goals and objectives
- Records Management
 - Employee Personnel files
 - I-9 forms
 - Benefit & Medical information / Drug testing info
 - Incident files
- Ensuring Safety in the Workplace
 - OSHA
 - Risk Management
 - Employee e-Monitoring
 - Ergonomics
- Terminations
 - Severance
 - Lay-offs
 - Closings / Consolidations / Restructuring
 - Exit Interviews
 - Unemployment
 - Rehiring