



Human Resource Assessment

Assessing the effectiveness of your human resource processes is crucial to ensuring a return on investment in your human assets. Why? Your processes have a direct impact on your managers' and employees' ability to contribute to your organization. Without properly leveraging your people, your organization will not fully realize its strategic business objectives. What's more, you may be putting yourself at legal risk if your policies and practices are inconsistent or noncompliant. FlashPoint's HR assessment will identify red flags and other opportunities for improvement.

FlashPoint will customize your HR assessment depending on the size and complexity of your organization, including components such as:

- » Analysis of your competitiveness in terms of HR best practices compared to other organizations your size
- » Assessment of your legal compliance
- » Measurement of HR staff members' capabilities and competencies
- » Review of the HR workflow structure and design
- » Review of key HR statistics and indicators, such as turnover analysis
- » Analysis of your current processes and procedures and how they support current business objectives
- » One-on-one meetings with key executives/management personnel
- » Facilitation of focus groups or internal customer surveys to define your organization's perception of HR
- » On-site presentation/discussion outlining recommendations for improved HR performance
- » Action plan creation

The assessment could cover various HR areas, such as:

- » HR and organizational structure
- » Company manuals/handbooks
- » Recruiting and selection process
- » New-employee orientation program
- » Compensation and benefits programs
- » Performance management
- » Employee discipline
- » Training and development programs
- » Employee morale and retention
- » Leave policies
- » HR roles and responsibilities
- » Written and unwritten policies and procedures
- » Consistency in practices across multiple locations

Compliance

- » Recordkeeping/personnel files
- » Wage and hour practices
- » I-9
- » FMLA
- » EEO-related issues
- » Posting requirements

Our clients report that their assessments have helped them to:

- » Ensure compliance
- » Prioritize areas of improvement
- » Develop project plans for key initiatives
- » Best structure the HR function's roles and responsibilities
- » Create an HR strategic plan
- » Determine which projects are best accomplished with in-house staff
- » Determine where outside resources may add value, expertise, or experience



Because FlashPoint is a multidisciplinary firm, we can go beyond the initial assessment to assist you with implementing the recommendations and providing you with additional support.