

THEHRDEPARTMENT, LLC

YOU CAN'T AFFORD NOT TO HAVE ONE

WWW.THEHRDEPARTMENT.NET

THEHRDEPARTMENT, LLC was created with the knowledge that what small businesses do not know can very seriously hurt them. We provide specialized services in an a-la-carte format which allows you, the business owner, to prioritize your needs and address them at your pace. Your company will benefit from the focused and strategic support of a Society for Human Resources certified generalist.

In today's economy many employers feel that they can not afford an HR department. They believe that because HR departments do not generate revenue they are not critical to the business. While an HR department will not add to the bottom line, without one you can lose everything in one lawsuit or suffer major fines over simple oversights.

Whether you have an employee issue right now that you feel unprepared to handle or you are already being sued THEHRDEPARTMENT, LLC can help. THEHRDEPARTMENT, LLC along with its team of specialists, is prepared to assist you through even the toughest challenges.

Call or e-mail today to schedule a free HR Evaluation.

Ignorance isn't an excuse and it is expensive!

STAFFING

Do you have trouble finding the “right” employees?

Do you know where to find great candidates?

Do you know what you can and can not say on an interview?

Do you know how to interview effectively?

Hiring the right candidates is often a difficult task. How you market a position is critical. Where you look, what you say and how you interview are challenging and potentially time consuming projects for someone with little or no experience. Not only can mistakes in interviewing cost you in lawsuits, they can cost you significantly if you hire the wrong person. **THEHRDEPARTMENT_{LLC}** can guide you through this process by handling as much or as little of it as you need.

ORGANIZATIONAL DEVELOPMENT

Do you need help restructuring?

Does your management team need coaching or cross-training?

Does management develop your people effectively?

Do your people know what is expected of them?

Finding the right people for your business is futile without having an organizational plan or structure in place. Unclear corporate goals can create costly inefficiencies and low morale. Creating bench strength by cross training and planning ahead are the only ways to ensure your business is around tomorrow with the right people in place to run it. Your business needs are unique, so you need to ensure that employee goals and corporate goals align in a way that will increase efficiency. Creating goals that are pro-active, detailed and strategic is something **THEHRDEPARTMENT_{LLC}** can help you with. We will take the guess work out of the process providing clarity and more clear expectations.

LEGAL

Do you know what is legally required in your HR files?

Do you know how New York State and Federal laws apply to your business?

Do you know what information you are required to provide to your employees?

Do you consistently and effectively utilize corrective action?

Employers are obligated to comply with New York State and Federal labor and employment laws. Ignorance of these requirements does not absolve an employer from adhering to them. "That's not how we do it" will not impress a judge or stand up in court. Providing job descriptions, handbooks and policy/procedure manuals are just some of the tools that may protect you in the event of an audit or a lawsuit. Details like having the wrong or missing information in a file can cost you \$1000.00 per employee! THEHRDEPARTMENT_{LLC} will help you identify the vulnerabilities in your business and help you address them as quickly and affordably as possible.

BENEFITS

Do you want to provide benefits and do not know where to turn?

Do you want to provide no cost/low cost perks for your employees?

Do you have an incentive program?

Do you offer well rounded compensation packages?

Certain benefits are not only nice to have, they are required. Simply having them is not enough. Your employees need to be aware of them, understand them and know how to access them. THEHRDEPARTMENT_{LLC} can help you identify what benefits you need to provide and help you find benefit providers that can work within your budget. Together we will be able to supplement your offerings and ensure the best services for your existing employees while helping make your company more desirable to potential employees.

EMPLOYEE RELATIONS

Do you have chronic employee issues?

Do you have an employee handbook that outlines corporate expectations?

Do you have trouble resolving employee problems?

Do you know how your managers resolve employee issues?

Managing employee issues quickly and clearly is critical. Employers must define expectations and ensure employees reflect them in their actions. Consistent messages and equal treatment are essential to minimizing employee problems and promoting a positive work environment. Providing ongoing training can help prevent lawsuits and protect you in the event of a lawsuit. **THEHRDEPARTMENT,LLC** can support you and your staff by helping identify potential issues and resolving them effectively to pro-actively impact employee relations.

ABOUT US

Amy Salerno, the founder and president, is certified by the Society for Human Resource Management as an HR Generalist. She is a member of SHRM and HR/NY.

Amy created **THEHRDEPARTMENT,LLC** after working with numerous small companies that wanted to bring their businesses to the next level. They lacked the knowledge and structure of larger sized businesses and were not able to navigate the web of laws that exist to help them and their employees be successful.

Amy's unique approach to consulting allows even the smallest company the same opportunities as a Fortune 500 company. She will work with you to find your greatest vulnerabilities and help you address them at your own speed. Your company will minimize its risks to lawsuits and labor and employment claims while creating a better work environment. We are sure you will become an employer of choice within your industry and look forward to strengthening your business model. Call for a free HR evaluation today!

THEHRDEPARTMENT,LLC
www.thehrdepartment.net

amys@thehrdepartment.net

mobile 516.456.2303