

How to Use Your Dedicated HR Advisor

When you partner with Premier HR Solutions—whether for an individual project(s), on-demand HR services, or a Monthly HR Service Plan—you'll be assigned a **dedicated HR Advisor**. The best part? You get to determine exactly what kind of support you need from your HR Advisor!

How can we support your success? Below are some detailed examples of how you can utilize your HR Advisor for managing and improving your HR operations.

Any of these services can be included in a monthly plan depending on your number of consulting hours each month, or you may purchase additional hours as needed.

HR Advisory Role

- Strategic HR planning (staffing and workforce planning)
- Management changes
- Organizational review, redesign, and change
- HR budget planning

Recruitment

- Determining market-based salary for specific job positions
- Reviewing exempt/non-exempt status of a job position
- Reviewing job applications to ensure compliance with local, state, and federal laws
- Creating job descriptions
- Reviewing job postings to ensure language is in compliance
- Ensuring interview questions are free from inconsistencies and discriminatory questions
- Creating candidate evaluation forms
- Conducting reference checks and criminal background checks (additional fees may apply for criminal background screening)
- Reviewing and/or creating job offer letters
- Creating background process and initiating background checks to ensure compliance with the Fair Credit Reporting Act
- Assisting with any rescinding of job offers due to unacceptable background or reference check to ensure compliance
- Creating hiring and staffing Standard Operating Procedures

New Hire Onboarding

- Reviewing and/or creating new hire process to ensure employees have a good onboarding experience
- Assisting managers in onboarding new hires to reduce administrative time

- Guiding managers on how to collect and store new hire employee documents securely
- Onboarding new hires using HR Technology software
- Ensuring all required new hire paperwork is completed on time, including Form I-9

Company Culture - Employee Engagement and Retention

- Reviewing turnover ratios and determining root cause of turnover
- Assisting managers in creating engagement guides and plans for engagement meetings
- Creating employee satisfaction surveys, coaching managers to interpret the data, and providing recommendations
- Developing stay interviews and interpreting the data to make recommendations for improvements
- Conducting succession planning and talent reviews to gauge employee development

Employee Assessments

- Administering personality and/or skill assessments for job candidates or current employees (additional cost may apply for the assessment)
 - Includes DISC II personality assessments and hundreds of skill-based tests across a variety of industries and job types
- Reviewing and interpreting employee assessment results
- Designing employee development programs based on assessment data

Employee Development

- Creating an employee development program customized to your organization
- Identifying employee career tracks from skill assessment results
- Assessing team temperaments and identifying strengths and weaknesses of the group
- Providing development training for employees and managers, such as:
 - Personalized strategies for development based on personality and communication style
 - How to become the CEO of your own professional development

Compensation Planning

- Conducting salary analysis for market comparison
- Developing commission or bonus plan document
- Developing compensation policies for pay increases
- Assisting with annual budget planning for employee compensation
- Conducting salary review to ensure pay equity

Evaluating Employee Performance

- Overseeing annual performance review process, including process for salary increases and bonuses
- Creating or providing guidance on performance evaluation forms, including ratings of performance

- Reviewing pay equity to ensure pay rate for same positions is equal
- Creating Standard Operating Procedures for leave requests

Employee Coaching and Counseling

- Advising on employee counseling and employee relations issues, including participating in meetings with employees
- Coaching and guiding managers on addressing employee performance and attendance issues
- Advising on employee corrective/disciplinary actions
- Assisting managers with creating Performance Improvement Plans (PIP) and final written warnings

Customized Training Workshops

- Annual workplace harassment and discrimination training
- Basic manager training
- Women leadership development
- Managing workplace conflict
- Leadership development for diversity initiatives
- A manager's guide to corrective and disciplinary actions
- Developing a culture of civility and respect in the workplace
- Strategies for building a strong ethical company culture
- Diversity and inclusion: Strategies for developing and implementing D&I programs
- Recognizing and managing unconscious bias in your employment practices
- The war for talent: Strategies for surviving the competitive job market
- Giving and receiving feedback like a pro
- Behavioral interviewing: Improving your hiring results
- Maximizing your "People Power" throughout all areas of the employment cycle
- The art of conversation for managing and supervising: Strategies for engaging, retaining, and developing employees
- Effective customer service techniques
- Developing your succession plan

Risk Management

- Providing updates on employment regulations
- Ensuring company is in compliance with all local, state, and federal guidelines
- Reviewing policies and procedures to ensure compliance
- Providing guidance on COVID-related issues, including protocols, leave, and vaccination policies
- Providing guidance on state-specific employment laws if hiring or transferring employees to other states

- Handling unemployment claims, including unemployment hearings to reduce unemployment tax increases due to chargebacks
- Reviewing I-9 forms and personnel files for compliance
- Addressing harassment complaints and conducting investigations
- Providing updates to employee handbooks, revising or creating new policies
- Helping organizations stay in compliance with the Fair Labor Standards Act under the Department of Labor
 - Exempt (salary) versus non-exempt (hourly)
 - Independent Contractor
 - Working lunch and break time situations
 - Other state compliance issues
- Ensuring employee files are retained in compliance with regulations
- Creating any other policies needed to ensure compliance and reduce risk

Leadership Development

- New leadership coaching and guidance
- Coaching on conflict resolution
- Individual coaching for managers addressing employee relations and communication issues
- Goal planning

Leave Requests

- Reviewing current leave policies to ensure compliance and making changes or recommendations
- Assisting with disability or religious accommodations requests and coaching managers to effectively handle this type of leave, including creating any written memos
- Assisting with maternity/paternity leaves, including reviewing leave policies for consistency, creating written memos, and coaching managers to effectively handle this type of leave
- Providing guidance on family medical leave requests
- Offering guidance on any other type of leave requests, including employees who do not have any time to use for vacation and/or illness
- Creating Standard Operating Procedures for leave requests

Incidents and Investigations

- Reviewing and/or creating how to handle workers comp incidents/injuries
- Assisting managers with employee complaints, or handling employee complaints for them
- Guiding managers in handling discrimination or harassment complaints, including handling such complaints/investigations for them
- Providing recommendations and summaries of any investigations

Offboarding/Termination

- Coaching managers on employee terminations to reduce risk
- Assisting with the creation of termination documents and participating in termination meetings with managers
- Ensuring exit checklists are created and implemented in order to update payroll and benefits, including COBRA
- Providing termination letters, both voluntary and involuntary
- Educating managers/payroll on individual state requirements for last paychecks after both voluntary and involuntary terminations
- Conducting exit interviews for voluntary terminations
- Providing guidance in responding to an unemployment claim

HR Management Technology

- Collaborating with benefits broker and assisting with enrollment process or communication if needed, including reviewing benefits options and employer contributions with you
- Assisting with an HRIS analysis and selection
- Requesting reports through an HRIS to get a pulse of the company

Workplace Safety

- Conducting on-site safety evaluations
- Hosting customized safety training sessions
- Creating safety policies specific to your organization
- Helping to maintain OSHA compliance and reporting
- Investigating workplace safety incidents and accidents
- Managing workers' compensation claims
- Providing guidance on leaves of absence and return to duty, including modified return to duty notices

Other:

- Layoffs and elimination of jobs, including salary reductions
- Organizational review and re-design

Ready to get started? [**Contact us today**](#) to learn more about our customized HR services and Monthly HR Service Plans.