



Here is a little bit more about our services

Recruiting and Placement

Whether you are a start-up or existence company, placing the right candidate with the right company is a challenge that all companies face at one time or another. In fact, the task is perceived as being soooo daunting, that often times companies procrastinate until the absolute last minute to quickly hope and pray they by chance hire the right fit for their organization. Many times, business owners rely on family referrals for the sake of filling a chair.

All-4-HR & Business Solutions utilizes proven, effective recruiting strategies to locate the right candidate that is the best fit for your organization for a flat rate fee. The placement process will include a background check you can trust.

EMPLOYEE RELATIONS

Employment law can be complex and coping on your own brings significant risk. You need access to reliable advice that you can act on, when issues arise. Making decisions isn't always simply about what's legal. All-4-HR & Business Solutions will listen to you when you're looking to make business changes and minimize risk by helping you stay on the right side of the law, whilst achieving your end goals. We'll provide you with personal and professional advice, whatever the issue.

- **Contracts and contractual variations** Your rights as an employer and what you expect from your employees need to be set out in the contract of employment. Successful management of your team starts with a contract that's fit for purpose. We'll review what you currently have in place and produce contracts tailored to your business.
- **Redundancy** Making redundancies is one of the most difficult decisions an employer has to make and ensuring that your approach is fair and compliant with the law will avoid claims of discrimination and unfair dismissal. We'll assist you with fairly selecting and effectively consulting with your employees. Nobody wants to make redundancies but with our help you can at least ensure that you are dealing with your team as sensitively and fairly as possible.
- **Appraisals & Reviews** In order for your organization to be the best it can be, your employees need to understand the part they play in the business. Effective appraisals and reviews embed a culture where you are demonstrating how important your people are to you; and where the employee has responsibility for the continuous improvement of their performance in the role, their own skills, behaviors and overall contributions to the business. We'll develop a bespoke appraisal and review system that measures the key performance indicators relevant to your organization and enables you to drive performance – realizing a commercial benefit.



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- **Performance Management** In an ideal world, all employees would perform excellently, all of the time. In reality you are likely to require improved performance from elements of your team, most of the time. Linked with your appraisal and review process, performance management is all about helping people achieve the most they can and we're experts at helping all kinds of professionals improve. Occasionally, improvements aren't achieved and we will support you with the process of terminating contracts in these instances.
- **Investigations, disciplinary & dismissal** Even when you work towards creating a productive and happy workforce there can still be problems, and the only course of action will be to begin disciplinary procedures. We'll be there to advise on the process to follow, or will help you conduct various aspects of the process, to ensure that the decisions you reach are fair, objective and legally compliant to avoid claims of discrimination or unfair dismissal.
- **Grievance** Employees can raise concerns or grievances about any aspect of their working life at any point during their contract of employment, and following the correct procedure and dealing with any complaints in the correct way can avoid issues escalating. We'll be there to advise on the process to follow, or will help you conduct various aspects of the process to avoid claims of discrimination or constructive dismissal.
- **Sickness & absence management**

POLICIES AND PROCEDURES

Clear contracts and good company policies and procedures benefit employers and employees alike. Establishing expectations and following fair processes minimizes disputes and risks to you and gives you options. We will provide legally compliant contracts, policies and procedures that fit your business.

- New hire contracts
- Contract variations for your current employees
- Handbooks that are clear, simple and accessible.
- Policies including performance management, investigation, disciplinary & dismissal, grievance, redundancy, flexible working, maternity, paternity, holiday & sickness. The list is long and varied and we'll work with you to ensure that you have the basics in place that every business needs; and then we'll look to build on this to establish policies that will be particularly effective to help drive and manage your business.
- Procedural compliance when issues arise

Contact us for a free consultation and more information about how we can help you establishing expectations, follow fair processes to minimize disputes and risks and give you options.

HEALTH HR CHECK



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Your HR policies and HR procedures set the standard for how you manage your people and they are the easiest thing to go wrong, either through lack of knowledge, not being aware of legislative changes or just not having the time to keep them relevant. This can prove extremely costly in the long run. Many tribunal cases are won by employees simply because employers either don't have or fail to follow the correct procedures.

To minimize the risk of legal action and anticipate change; to get you compliant, and keep you there, we'll conduct a full HR health check, or audit, on policies and procedures that you have in place and will come up with a check list of actions required in order to help get you, and keep you protected.

During the HR health check we will evaluate the following HR policies, processes, documentation and procedures:

- Employee contracts, offers of employment and job descriptions
- Company handbook
- HR policies and procedures including equality & diversity, recruitment, appraisals & reviews, performance management, investigation, disciplinary & dismissal, grievance, redundancy and absence management.
- Training provision including induction, any on-going training offered and personal development plans.
- Standard letters
- Personal files and data management

Following the health check we will provide a report detailing necessary areas of improvement and if requested we can implement these improvements for you to give you complete peace of mind. Once the checklist is completed we'll always agree, up front with you, the scope of the work to be carried out in order to achieve the necessary improvements.

RECRUITING

Hiring employees, if done badly, can be costly. Done well, hiring the right staff can help you achieve your aims and contribute towards profitable growth. We'll support you along every step of the way with a variety of recruitment services

- **Succession planning** What skills do your current team have? We'll help explore whether diversifying some of your internal talent can be part of the plan And if not, we'll help you get started with succession planning for the future, retaining and developing the talent that you've worked so hard to bring on board.
- **Competency frameworks** We'll work with you to define key skills and abilities that are crucial for success in your business. Recruitment of new staff will be based on how they measure up or perform against these competencies.
- **Job specifications and person specifications** Ensuring that the brief is right - from the very start. Taking time to pin down what you are looking for, the



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behaviors, qualifications, skills and depth of experience that you need will help avoid making hiring mistakes.

- **Advertising** We'll produce legally compliant yet attractive and engaging advertising copy and can use our extensive network to get the best rates if you're looking to use online job boards. We're also experts at social media advertising.

- **Headhunting and Search** Depending on the nature of the role we can discretely and expertly search the marketplace in your industry and attract candidates who have a proven track record in a similar role.
- **Interview & Selection** We can provide interview materials that focus on discovering whether candidates possess the exact skills and competencies you need and will genuinely fit with your business. We can also support with conducting interviews and can deliver training workshops to help you develop excellent interviewing skills within your business.
- **Assessment Centers** We can design and deliver engaging Assessment Centres that promote your business and strengthen your employer brand, enabling you to assess a number of candidates at the same time. Depending on the role, observing group dynamics can be enormously enlightening. We can provide assessor training to involve your current team in the process. We can also support as assessors.
- **Reference checks and right to work in the US checks** We can help handle this administration for you.
- **Offer letters and contracts of employment** We can ensure that the expectations are clear from the start and that you are issuing contracts that are legally compliant and fit for purpose.

TRAINING AND DEVELOPMENT

The benefits of investing in training & development are varied and many. Research has shown that one of the most important factors potential employees look for in an employer is a commitment to training and development. Improving results, staff morale, better retention and recruiting from within are some of the key benefits you'll see from focusing on the learning and development of your staff. We'll support with a variety of learning solutions that fit your business.

Onboarding programs. The purpose of onboarding training is to help new recruits fit into the organization quickly and easily. Good onboarding training benefits the company: it helps turn new joiners quickly into effective employees and can reduce employee turnover. We will design a proven onboarding program aimed at helping your new hires feel comfortable and capable in the role from the very beginning.



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On-going development and custom-made training with a commercial benefit

We'll design and deliver regular and focused workshops which will underpin your commercial strategy. Bite-size 90 minute workshops can inspire quick changes and improvements and we also offer more in-depth bespoke courses running for a day or across a period of time. Training works where there is a commitment to change, and we're experts at delivering inspiring and creative training across a wide variety of topics including:

- Customer service skills
- Recruitment, business development & sales skills
- HR for Managers
- Time Management and personal effectiveness
- Team building
- Strategic thinking
- Leadership programs

Appraisal & Review processes. Firmly linked with performance management, regular (and often informal) reviews drive employees to achieve more. As part of your Learning & Development offer, engaging your team through regular feedback and communication is vital but often overlooked. We'll design a tailored appraisal and review process that will enable you to focus on individuals, manage performance to prevent issues from spiraling, and inspire your staff to achieve bigger and better things.

Personal Development Plans. Development which is driven by the individual. To compliment your appraisals and reviews, we'll design tailored personal development plans which will help your staff plan their own objectives to help them achieve their goals. We can also link this with clear promotion criterion helping you progress staff through your business and retain their knowledge and experience.

Behavioral training & coaching using NLP techniques

HR STRATEGY

Planning for your people is as important as planning for your financial and commercial future. We will work with you to develop an effective strategy for your people aims with tangible tactics that will enable you to achieve your goals.

When you're leading a small or medium business, most of your time is focused on running the business and HR is often, and understandably, overlooked. We don't regard HR as a "necessary evil" and we don't comply with the impression some may have of HR holding you back. You'll hear "yes" more than "no" from us; and we're more than passionate about delivering HR-based results that will impact on your commercial bottom line.



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You spend time planning for your business, but do you spend time planning for your people? Strategic HR is the strategic management of human resources aligned with your intended future direction. It is concerned with longer-term people issues and “bigger picture” concepts such as structure, quality, culture, values, commitment and matching resources to future need.

We'll work with you to understand your commercial plans and put an HR strategy in place that will help you deliver your broader business aims. Where people can add value – they will. Aims, tactics, responsibilities, resources needed and timescales will all be considered.



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