



Employers are trying to manage with limited resources, and many times certain areas of the business get neglected until a situation leading to litigation threatens to do harm. **Services on a Budget** provides short term assistance or project work by local experts in the field. Some of the projects include:

- **Human Resource Audits**

Ever worry about whether your organization could pass an audit of your human resource functions? Most people do not worry about it - until it is too late. Our HR professionals have both knowledge and experience in large and small companies. The audit performed can be general and cover most areas of HR including employee files, employee handbooks, policies and procedures, and job descriptions -- or it can be customized to your specific area of concern. We perform the audit onsite through employee interviews, file and document audits, and administrative analysis.

- **Temporary Human Resource Leadership**

Many organizations begin as a small business and quite often, before they know it, have the need for expertise in the management of the human resource function. Many cannot afford this type of expertise and do not need an HR professional on a daily basis. Through our organization, we provide an HR professional onsite for a temporary assessment of what your HR needs might be. The needs can then either be handled by internal staff or our professionals can schedule regular monthly visits to ensure good HR practices are being followed. The advantage: expertise when needed provided by the same individual who knows your organization and staff, and someone to call on in between!

- **Employee Handbooks**

Writing employee handbooks is a difficult job to fit into a hectic business schedule. Most organizations either choose not to have one, let the handbook outdate until it is unmanageable or hire assistance. We have experience throughout Northwest Indiana with both private and not-for-profit organizations. Because we prepare so many handbooks, it is not as difficult for us. Our organization works with the local SHRM organizations to ensure that the most up to date information is utilized; and, as part of the project, we include a legal review by a local attorney who specializes in HR. Prices vary depending upon the size of the organization, the complexity of the organization and whether the handbook is a revision or brand new.

- **Other Projects**

- Policies & Standard Operating Procedures
- Job Analysis & Job Descriptions
- Employee Opinion Surveys
- Wage Surveys
- Employee File Reviews
- Employee File Organization
- Recruitment & Selection
- Department Orientation / Development
- Office Organization: Files, Forms & Flow
- Information Technology Audits
- Marketing Plans
- Strategic Planning

All of these services are available onsite and offsite based upon the employer's needs. Projects that need on-going update, such as Employee Handbooks, are scheduled for maintenance every three years, in addition to the three months of telephone support following completion of the project. For additional information, please call us at 219.395.9564.