

RECRUITMENT

HR SERVICES

Professional HR advice and help for your business.

We appreciate that getting HR procedures right, staying up to date with changing laws and dealing with personnel issues can all pull you away from your recruitment business.

Our dedicated expert team can offer tailor made HR support to busy business owners.

Our partner-led team will be committed to providing you with comprehensive HR support to help you keep ahead of the changes in legislation allowing you to focus on the core objectives of your business. Our responsive and reliable HR team can tailor the services we provide, advising you and making recommendations as your recruitment business develops.

RETAINED HR SERVICE

Our highly experienced friendly team is on hand to help with HR queries, whenever they arise. We can offer pro-active, timely and relevant advice and guidance over the telephone. We will also ensure that we keep you up-to-date with legislation as it changes.

HR CONSULTANCY

Our specialists can provide focused HR support - recruitment advice, disciplinary proceedings, redundancy, management training or reward schemes.

Our team can provide you with a range of consultancy/project services. These may be for irregular, unusual or complex requirements where you need that extra level of support to ensure you are able to manage challenging circumstances effectively and within employment legislation.

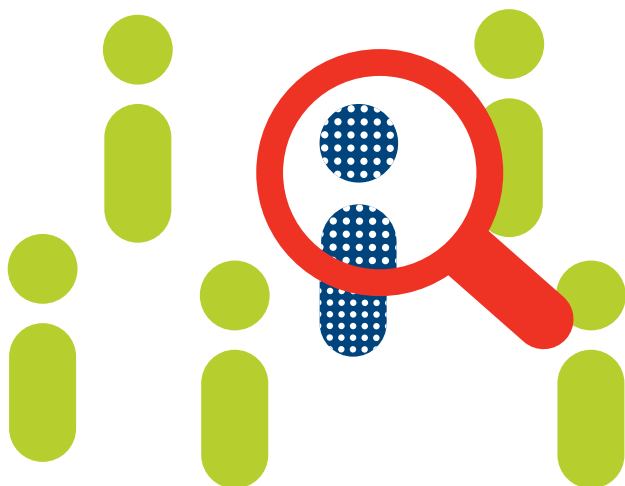
ONLINE HR SYSTEM

We can offer our clients a simple to use, cost effective, cloud based HR self-service application that holds all your company's HR data in one place, thereby freeing up valuable time previously spent on HR administration.

This secure system offers 24 hour access with reminders and actions. The system also has holiday authorisation workflow built in. There is also an immediate report suite that includes analysis of staff absences to enable you to identify trends and help you to reduce risk and protect your business.

STAFF HANDBOOKS

We can create your branded company staff handbook depending on the number of employees you have. This protects your recruitment business by keeping it compliant with employment legislation and guides your employees in HR matters.



Expert advisers on hand to make sure your needs are met accurately, efficiently and honestly.

We will also ensure that your staff handbook holds all the essential policies and procedures you need as your business grows. It also ensures that you are complying with your legal HR obligations, and keeps you up to date with changing legislation.

HR STARTER PACK

If your business is fairly new our team can provide you with an easy to implement pack that is specifically designed for start-ups or micro-businesses with 1-5 employees. This service will get you on the right track - protecting you and your business. The pack includes a contract of employment for your staff and information on best practice disciplinary and grievance procedures.

QUICK HR REFERENCE PACKS

If you're looking for information to help you with your HR processes and procedures our suite of quick reference packs can help. Cost effective do-it-yourself guides providing answers to your HR questions.

Packs include:

- absence management;
- discipline;
- recruitment and selection;
- training and development; and
- TUPE transfers.

HR HEALTH CHECK

If you're not sure which level of support you need, try our free HR Health Check. It is a simple online questionnaire that will review your current practices, highlighting any areas for concern and improvement. You can complete the HR Health Check online for free.

Visit our website:
www.hrservicecentre.co.uk.

THE NEXT STEP

For further information or to arrange a meeting to discuss your specific requirements, please contact one of our specialists:

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