



## HR CONSULTING



Every year, companies pay millions of dollars because of issues with government regulations and legislative compliance.

Colene is a business expert with more than 20 years of experience in HR. As a Senior Certified HR professional (SHRM- SCP) and previous Talent Acquisition Manager, Colene understands first-hand the frustrations business owners and leaders deal with every day, from finding the right candidates, employee turnover, low productivity, wage and hour compliance performance management, professional development, and human resources planning and measurement.

With this perspective, Colene's team begins with an analysis of a company's workforce management through and organizational audit. She provides employers with human capital solutions that result in measurably improved employee and organizational performance while minimizing employment practice risk. The focus is the development of staff skills, employee engagement and plans for maximizing worker productivity and employee retention programs.

Our prime role is to assist the client to identify needs, develop an action plan and facilitate change to enhance the success of your organization.



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### **TALENT ACQUISITION**

If the employees you hire lack competence and character, you will not be able to live up to the promises you make to your clients and customers; or to each other.

- Interview and Hiring Guides
- New Hire Employee Onboarding Practices
- Orientation Programs

- Recruiting Best Practices
- Job Descriptions Development & Review
- Employee Application Forms

#### TALENT MANAGEMENT

If you're not getting to know your employees, they are far more likely to leave. There is a simple tool you can use that accomplishes this and also helps keep you out of court. Contact me to learn more.

- Job Analysis
- Detailed Turnover Costs Per Position
- Internal Job Evaluation
- Training Development Design
  Delivery
- Employee Retention and Engagement Design
- Career Progression
- Organizational and Employee Surveys

#### **EMPLOYMENT COMPLIANCE**

Hoping you are HR compliant is not a business strategy. Remove the risk of losing everything you have worked for by setting up your audit today.

- HR/Organizational Audits
- Policies & Procedures Development & Revision
- Employee Handbooks Development & Revision
- FLSA Audits

- Employee Compliance Investigation
- Internal Investigations
- Employee Classifications
- Personnel Files Review
- I-9 Compliance

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Call for a free 30-minute consultation to see how I help your HR personnel!





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