

# HR SOLUTIONS

We tailor our solutions to fit each engagement, whether you require ongoing HR support, project based work or interim assistance, we can support your needs. In every engagement, we provide dedicated and highly experienced professionals to work with you for as long as you need them. Tap into our deep expertise, and you gain a strategic business partner who can help you design, implement and manage best practices in human resources to ensure you get the most out of your company's most valuable asset—your people.

## BENEFITS

Develop and implement benefits programs that are both competitive and cost-effective for your industry and company. Ensure that your employees are well-educated on this key component of their compensation package and your company is getting the best levels of service from benefits brokers and other service providers.

## DAILY EXECUTION

Beyond the importance of developing HR programs, their ongoing, effective execution is critical. The vcfo HR team is available to provide turn-key execution or to offer guidance and mentoring to your team as needed to meet daily HR deliverables.

## EMPLOYEE TOOLS

Gain access to customized forms, handbooks, orientation materials and more, providing you and your employees with the tools you need, when you need them.

## PROCESS DESIGN

Establish or streamline processes around all HR functions including on-boarding, employee training and development, and performance management.



## SOFTWARE PACKAGES

Select or enhance your Human Resource Information Systems (HRIS) so that it provides a streamlined payroll, employee data, benefits administration, paid time off and performance management function, while integrating your accounting system.

## HR AUDIT

Conduct an in-depth audit of the HR functions within your organization and provide comprehensive recommendations to address your company's needs in such key areas as employment law compliance and best practices in employee attraction, retention and workforce maximization.

## EMPLOYEE COMMUNICATIONS

Develop programs to keep your finger on the pulse of what's important to your employees and to proactively address their concerns.

## COMPENSATION

Benchmark your compensation practices by industry and market so you can attract, motivate and retain employees through the right reward systems. All compensation programs are designed by our HR experts to reflect your philosophy, goals and business objectives.

## POLICIES

Ensure the appropriate employment guidelines are in place and up-to-date to minimize potential misunderstanding and associated legal risk.

## PERFORMANCE MANAGEMENT

Establish performance metrics and educate management and staff on the appropriate use of these metrics to support timely and constructive feedback and recognition.