

HR CONSULTING CHECKLIST

Invest in your people. Get exponential returns.

GreenPepper provides a wide range of Human Resources Consulting Services, customised to meet the needs of an individual company or division. These services are delivered by talented, experienced HR Consultants, especially matched to the requirements of the assignment.

Well developed, well matched, up to date Human Resources Policies and Procedures deliver substantial long-term savings for organisations. Our services are designed to complement existing HR Departments or provide services to those organisations that do not have a full service HR Team.

Select from this list and GreenPepper will match the right service to your requirements.

<input type="checkbox"/>	Change Management	Business planning & facilitation Defining work activities & functions 360 feedback for individuals & management Balanced scorecard development Strategic HR planning
<input type="checkbox"/>	Job Descriptions & Profiles Key Performance Indicators (KPI's) Competencies	Customised Measurable Accountable Assessment & Development
<input type="checkbox"/>	Human Resources Policies	Development Review & update Employee handbooks
<input type="checkbox"/>	Performance Management Programs	Analysis and review of existing systems Development and enhancement Development of fully integrated programs
<input type="checkbox"/>	Training & Development Induction Programs	Needs analysis Course development Course facilitation Course follow-up and measurement New staff Internal transfers
<input type="checkbox"/>	Human Resource Planning Human Resource Advice	Needs analysis Review Recommendations Cost analysis
<input type="checkbox"/>	Salary & Remuneration	Advice Benchmarking Pay and reward programs Profit sharing

<input type="checkbox"/>	Employee Communication	Employee surveys & analysis Employee briefings Employee newsletters Employee facilitation Employee coaching
<input type="checkbox"/>	Psychometric Testing & Assessment	Recruitment Succession planning Ability (Abstract, Verbal, Numerical Reasoning) Technical (Mechanical Spatial Reasoning) Decision making Critical thinking Personality assessments
<input type="checkbox"/>	Recruitment & Selection	Recruitment specific – HR positions Panel facilitation Assessment center methodology Behavioural interviews Review recruitment and selection policies Recruitment and selection training for line managers Appointment preferred suppliers
<input type="checkbox"/>	Employee Relations	Industrial advocacy EEO & discrimination policies Workplace conduct programs Grievance investigations Equity programs Climate surveys Unfair dismissal representation Dispute resolution
<input type="checkbox"/>	Enterprise Bargaining	Business improvement initiatives Best practice benchmarks
<input type="checkbox"/>	Redundancy Planning & Support	Customised strategies for downsizing or rightsizing support Pre, during and post redundancy
<input type="checkbox"/>	Outplacement Programs	Group or individual plans Including <ul style="list-style-type: none"> - Career planning options - Resume writing - Job search strategies - Networking - Interview skills - Salary negotiation Staff programs Executive programs
<input type="checkbox"/>	Workers Compensation	Policy & procedure audit Premium analysis & reduction