

# HR TOOLKITS



## Do You Have the Right Tools?

Successful managers realise that to effectively compete in today's applicant-tight market they must have the right tools supporting them. The healthiest organisations balance the right people and the best systems with robust, clear processes and policies. To take the 'guess work' out of managing the end-to-end HR process, HR Business Solutions has developed a straightforward, easy-to-use HR Toolkit.

From recruitment to salary reviews, performance appraisals to disciplinary procedures, the HR Toolkit is designed to ensure your business is managing its human resources function effectively and your business objectives are being supported by the right HR systems.

HR Toolkits can be customised to suit your organisation's needs. HR Business Solutions offers a choice of HR Toolkit - customised to best match your requirements:

### HR Toolkit Topics

- Recruitment and selection
- Performance management
- Performance counselling and employee discipline
- Succession planning
- HR policies and procedures
- HR forms and systems
- Salary review and management

1. **Basic Toolkit:** generic package of commonly used HR forms, processes and policies.
2. **Customised Toolkit:** Forms, processes and policies are specifically tailored to reflect the unique needs of your organisation.
3. **Toolkit Implementation:** Full customisation, training, education and implementation of the toolkit into your business by our consultants.

**A consultant will develop your toolkit and deliver coaching and/or training in-house to your management team to ensure its successful implementation. For further information about our services, please contact Tina Radford on 07 3254 1177 or email [tina@hrbs.com.au](mailto:tina@hrbs.com.au)**

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*"Expert Advice, Practical Solutions"*

