



LOVE YOUR  
NUMBERS



CENTRAL  
YOUR PEOPLE. OUR SOLUTIONS

HR Information for  
your Business

# CONSULTING SOLUTIONS

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In Partnership with HR Central, we are delighted to now offer you Human Resource Consulting Services for your business. HR Central provides services and support in everything and anything HR and we have been working together so we can equip you with the right HR support that your business needs, during the whole employee lifecycle.

If you want to recruit a new staff member, organise employee training, develop a positive workplace culture, need help to drive an employee's performance and boost their professional skills, or are seeking professional advice and guidance in dealing with any HR issue, we can assist you with it all.

# HR CENTRAL SERVICES

## Recruitment:

### We offer different recruitment packages depending on your needs

- We write job advertisements, post the job ad, shortlist candidates, conduct phone screens, develop interview questions, conduct psychometric testing, complete interviews & notify unsuccessful candidates
- HR Central offers a fixed time and materials based pricing model to keep costs of recruitment at a minimum.

## Document development

- Letter of offer
- Position descriptions
- Contracts for: Employees  
Contractors  
Volunteers

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## Induction & Training:

### Induction

- Develop an on boarding process with supporting documentation including checklists

### Training

- Customised training for your business needs including training of soft skills (presentation, communication, team work, stress management, time management etc)
- Equal Opportunity Training
- Occupational Health & Safety Training
- HR 101 Training – the basics of the FairWork Act & Modern Awards

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## Everyday HR:

### HR Strategy

- Development of HR strategy aligned with core business strategy
- Organisational structure reviews

### Paying your staff

- General advice
- Title/ Classification hourly rate confirmation
- Advice on implementing a bonus scheme/ commission
- Advice on salary benchmarking

### Awards

- Simple award finder
- PDF copy of relevant award

### Minimising risk

- Policies
- Procedures
- General advice
- Templates & Factsheets can be provided based on your needs
- Ensuring legal requirements are met – through a HR Audit
- Advice on the Fair Work Act and other relevant legislation

### Industrial relations

- EBA negotiations

### Parental leave

- General advice

## Engagement:

### Developing positive workplace culture

- Employee engagement surveys
- Team building workshops
- Employee Wellness Program
- Development of values
- Development of behavioural competency framework

### Career & Professional Development

- Talent mapping
- Training needs analysis
- Competency framework - technical
- Management & Leadership coaching utilising psychometric assessments

### Reward & Recognition

- Developing reward & recognition programs



## Performance:

### Performance Review

- Performance templates
- EPMS – Online Performance Review System
- Development of KPIS
- Development of Position Descriptions

### Performance Management

- Performance management procedure
- Performance action plans
- Advice on how to performance manage and to exit an employee

## Exit employee:

### Termination

- Letter template
- Fact Sheet
- Checklist
- General Advice
- Exit interview documents

### Redundancy

- Letter template
- Checklist
- Calculation of entitlements owed to employees
- General advice



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