



Human Resource Consulting

Not yet big enough to have a full-time HR Professional?

Do you have any employee issues which are confidential and require third party intervention?

As we provide Human Resource Solutions, our main objective is to educate and provide HR “Best” Standards of Practice for your firm. In this complex and complicated world, reducing exposure to risk is the essential umbrella needed to increase productivity, quality and Client service goals within any organization. We evaluate existing policies and procedures, make recommendations and deliver Human Resource solutions which satisfy your needs as well as local, state and federal employment regulations.

We provide an array of Human Resource Services in the following areas:

- Human Resource Strategy & Operations
- On-site Visits as HR Advocate
- Developing Employee Handbooks and Job Descriptions
- Employee Communications
- Employee Records and Documentation
- Hiring Practices and Processes
- Talent Acquisition—Contract Interviewing
- Orientation Programs
- Performance Management
- Conflict Resolution
- Termination Practices and Processes

CASE HISTORY

Challenge

The Client was a start-up company. After hiring many experienced employees, the company needed to establish HR Practices and Procedures and develop an Employee Handbook.

Action

The Human Resource Consulting Team conducted a complete analysis of our Client’s exposures, operations and Human Resource practices. We implemented consistent policies, developed an Employee Handbook and educated our Client on HR “Best” Standards of Practice. We also participated in all management & staff meetings and conducted every exit interview.

Results

Our involvement boosted employee morale, eliminated bias, and helped resolve employee issues. We were able to help employees to develop a better understanding of their benefit plans, policies and procedures. In the end, we were able to develop an environment where employees could openly discuss their issues. Equally important, we helped reduce our Client’s exposure to discrimination issues and legal claims.

Value-Added Expertise

To address real-world challenges, we have dedicated HR Practitioners on staff. Their unique ability to execute a hands on approach and implement practical solutions comes from years of direct experience, knowledge and expertise gained in the HR profession.

***For Immediate &
Objective Attention,
Call Our HR Hotline:
312.867.7352***

For more information on Human Resource Consulting, please call Cynthia Ferrara Elstien, Senior Vice President, Human Resources at 312.867.7352 or email at CElstien@AlperServices.com.

CASE HISTORY

Challenge

An established Advertising firm was moving from a PEO to handling Human Resources in-house. The company required immediate assistance establishing Employee Benefit Plans, HR Practices and Procedures, and needed to develop an Employee Handbook.

Action

The Human Resource Consulting Team conducted a complete analysis of the Client's exposures, operations and Human Resource practices. We educated the Client on HR "Best" Standards of Practice and implemented consistent policies. This included the development of an Employee Handbook and the launching of a Performance Management Program. We also participated in all management & staff meetings and conducted every exit interview.

Results

We were able to reduce Client expense by eliminating the need to hire an HR Generalist. The business owner was able to immediately implement all HR Policies and Procedures we established. Management and Staff became encouraged to establish goals and objectives which met company directives. Our Client's exposure to discrimination issues and legal claims was also effectively reduced.

- *Property and Casualty*
- *Early Intervention*
- *Employee Benefits*
- *Personal Insurance*
- *Life & Financial*
- *AuditRate®*