

Attend "The Benefits of Conducting a Human Resource Audit" Seminar on Monday, July 15, 2019 at 11:00 AM in Room C170.



# WHERE IS YOUR RISK?

## LEGAL RISK FACTORS:

- ✓ I-9, Wage & Hour
- ✓ Discrimination & Harassment
- ✓ Diversity & Inclusion

## IDENTIFY COST SAVINGS:

- ✓ Employee Engagement & Retention
- ✓ Workforce Planning & Selection
- ✓ Process Optimization

## PRESENTED BY:

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**The EEOC and Labor Regulators had a busy year in 2018!**

It may be time for a review of your human resource function that actually saves you time and unnecessary expense. Compliance impacts nearly every area of a company regardless of its size. Small-to-mid market businesses often suffer far more exposure to labor

compliance risk than they realize due to tight budgets, small staff and lack of expertise in many business areas outside of operations. It is critical to get a firm handle on the risk exposure and identify the appropriate strategies and treatment for business growth. BEST Human Capital advises company leadership and HR personnel around labor risk by providing a thorough analysis that specifically addresses elements of: compliance, best practices, strategic and function specific areas.



## WHY?

When you can remove risk, do it.  
When you can't, reduce it...

In a constantly evolving business environment, today's companies need effective tools to retain the candidates they worked so hard to get, inject health and energy into their organizations, identify and prepare future company leaders, and overcome increased Federal and State compliance hurdles thrown at them from the vast alphabet soup of government agencies.

A customized BEST WR<sup>2</sup> Human Resource Analysis can help businesses to mitigate, if not eliminate, penalties from government audits by showing them that they have taken proactive steps to identify risks and tangible steps to correct compliance risks ahead of any government action. This service provides support to organizations seeking to reduce their risk exposure by uncovering critical labor risks and potential cost savings.



## HOW?

We validate the strengths, weaknesses, opportunities, and threats within the organization that stem from the Human Resource Department operation...

The BEST WR<sup>2</sup> HR ANALYSIS (**WINS - RISKS - REMEDIES**) is designed as a process and performance improvement tool. It was created to help diagnose the current state and health of your HR much like a doctor does a patient, and then recommend the appropriate treatment. It consists of a series of questions and will cover a comprehensive and predefined list of categories customized for the company. A BEST Project Manager will work with resources provided by the HR department to partner and assist in the information gathering phase of the audit. **There are 4 key phases to the analysis that lead to action planning:**



# WHAT?

Key result areas of performance required of HR are defined by 11 categories...

The comprehensive BEST WR<sup>2</sup> HR Analysis will review a number of activities that are common to almost all HR functions, but some are also unique to the organization. Eight of the 11 categories are similar to the ones on which testing for the Society for Human Resource Management (SHRM) certifications are based. We then identify the **WINS - RISKS - REMEDIES** for each. The remaining categories contribute to a review of the function and role of HR operations in the organization...



## Human Resources Strategic Management

Partnering in the development of the organization's strategic and HR planning and role in fulfilling the organization's mission, vision and objectives.



## Human Resource Information Systems

Metrics, preparation, storage, and maintaining employee records and information, including computerized systems that meet federal, state and local requirements.



## Workforce Planning & Selection

Planning, implementing and evaluating the process of obtaining and selecting qualified candidates from internal and external sources for positions throughout the organization.



## Diversity/Equal Employment Opportunity

Developing and implementing programs to maximize the employment of productive people with different backgrounds, talents and qualifications while recognizing legal requirements and social responsibilities of equal treatment for all employees.



## Training & Organizational Development

Providing employee performance-required skills and knowledge training, facilitating career development to meet both current and future organizational needs.

In addition to the eight key result areas, the analysis also considers three operational dimensions of the human resources function:



## Total Rewards

Developing and implementing employee cash and non-cash compensation and benefits that are in line with the organization's strategic plans and objectives.



## HR Facilities & Equipment

Providing the necessary equipment and facilities to fulfill the human resources mission and to provide optimum service to the organization.



## Employee & Labor Relations

Maintaining an effective relationship between the organization and its employees including, if applicable, the collective bargaining process and union relations.



## HR Organization

HR departmental structure; relationships with other functions, departments, and employees of the organization; and the arrangement of resources within the department.



## Safety & Security

Providing employees a safe and secure working environment and safeguarding their personal information.



## HR Staff

Qualifications, selection, training, motivation, development, and retention of the Human Resources Team.



**It is easier and more cost-effective to identify your risk areas and make changes now rather than later...**

Today's business environment requires that HR professionals both participate and contribute to their organizations as true strategic business partners. It is critical for the long-term growth and success of every business to get a firm handle on exposure and identify the appropriate strategies and risk reduction for successful business growth and profitability. *The BEST WR<sup>2</sup> Human Resource Analysis is here to help!*

# WHEN? NOW!

Let BEST help you reduce your labor risk and increase employee engagement and retention!

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