

A group of business professionals in an office setting, smiling and engaged in conversation. The image features a man in a dark suit and orange striped tie in the foreground, looking towards the left. Behind him, a woman with dark hair is smiling, and another man in a dark suit is also smiling and looking towards the left. The background is a bright, out-of-focus office environment with large windows.

Reviewing Your HR Department



With spring around the corner, the habit of spring cleaning often stretches beyond scrubbing the kitchen and perfecting the landscape around your house to streamlining and organizing your work life as well. Perhaps you've taken a step back and looked at your HR department and thought to yourself "there's got to be a better way to do this." Maybe you're anticipating growth within your organization, and you know that with more employees comes the need for enhanced processes and compliance requirements. Engaging with a third party human capital consulting firm to conduct an HR Compliance and Effectiveness Audit may be just what you need to hit the ground running with your HR spring cleaning!

Top 5 Reasons to Conduct a Review of Your HR Department

1. **To ensure compliance with Federal and State employment regulations.** With constant change in legislation, along with state specific regulations and a significant number of employment law requirements it's important to ensure that your organization is compliant with all applicable laws. An HR Effectiveness and Compliance Assessment will inform you of those requirements and ensure that you are following them according to your organization size and where your employees are located.
2. **To give you an outside perspective.** If you have an HR function made up of a team of employees that have been in their role for several years, it's often nice to get a fresh perspective. A team of consultants can bring subject matter expertise, with the experience of working in numerous organizations of all sizes and industries, and objectively provide feedback on your processes and policies.
3. **To determine if the structure of your HR Department is set up for success.** The effectiveness portion of this assessment surrounds not only your processes, but your structure as well. This assessment will help you answer questions like: Is your team set up for success to be a forward moving strategic HR department? Is your HR Director the right fit for your culture and strategic plan? Are you overstaffed in the HR department?
4. **To identify the strengths in your current HR process.** The assessment is an opportunity to identify what your current strengths are as an organization. It's important to know what efforts are working well for the organization in order to understand how the other HR processes can fit into your organization successfully.
5. **To provide clear guidance on areas of improvement.** The HR Compliance and Effectiveness Assessment provides your HR team with a clear path for success. All immediate compliance concerns are addressed, as well as policies and processes that may need to be tweaked, re-vamped, or created from scratch. As an organization, it's helpful to understand the big picture of what your HR function

needs in order to be a strategic and effectively functioning team so that you can build a project plan and timeline specific to your priorities and availability.

How Much Does an HR Assessment Cost? *Common Questions and Concerns We Are Asked!*

What will it cost me in terms of man-hours? While we perform the entirety of the assessment, in order to make sure you get everything you want and need, the Helios team needs to fully understand your organization. We will ask questions about your culture, your organization's competitors, and more in order to make sure we can provide the most accurate recommendations possible. The initial onset of the engagement will include anywhere from 2 – 3 hours of meetings, plus stakeholder interviews that may involve an additional 3 – 6 hours of interviews. Don't worry though – with any luck, no one person will be stuck with us for more than an hour or two at a time!

I would rather not know what is out there. Can't Helios just come in and fix it? We can tell you how to fix many different HR challenges. We can also make recommendations for solutions that are cognizant of your culture and aligned with the strategic vision of your company. To do this, we cannot leave any stone unturned. As a part of that, we dig deep into your history – from files to policies and everything in between. It can be hard to let go and admit where you may have seen vulnerabilities in the past. When you take that big leap, we're able to really get to the root of the issue and paint an accurate picture of exactly where your HR function lies and how to get it where you want it to be. But don't worry, with our thorough report and recommendations, you'll be living more comfortably again before long!

So are you telling me that HR can be the catalyst for growth and serve as the change agent we need to improve our culture? Sometimes our recommendations are not the easiest to hear. That said, we believe in being unbiased and helping you find where you might have some things going on that could be potentially dangerous to your organization. While these recommendations may be hard to swallow at first, with an open mind, the vision for Human Resources as a strategic part of your business will become clearer. But it's not always doom and gloom – we make sure to point out the great things happening that might be in your blind spot. The only thing you have to lose is the risk of not seeing what your HR team is capable of.



RELATED SERVICES:

- Organizational Effectiveness Assessment
- HR Team Skill Assessment
- Leadership & Team Effectiveness Coaching
- Workforce Planning

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