

HR Start-Up

Building Your HR Department



Are your company's HR tasks assigned to different managers and across departments?
Or are you a business owner that handles HR yourself? Are you sure you are operating in compliance with local, state, and federal laws?

Archbright can help.

As a company grows, the ad-hoc way of doing HR no longer works. Not only do federal laws start to kick in, but the day-to-day HR tasks of hiring, firing, policies, leaves, and benefits become more time-consuming and complex.

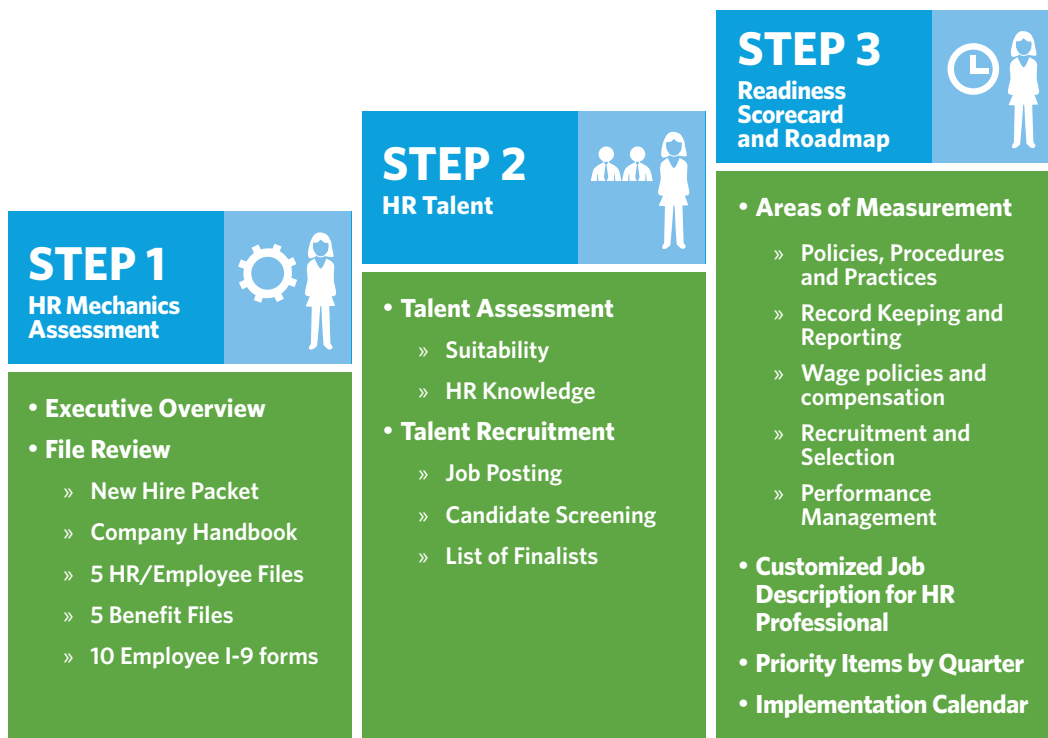
It's time for an HR department.

Our HR-Start-Up program assesses your company's needs and provides a detailed roadmap to create an effective HR department designed to support your organization. You can take it from there or partner with us to complete your implementation.

Introducing the HR Start-Up Program

With the **HR-Start Up** program, your Archbright consultant takes you through a 3-step process and designs an integrated plan to build the HR department your organization needs to ensure compliance and drive employee engagement.

- 1** First, Archbright performs an **HR Mechanics Assessment**. Our consultant meets with you onsite to learn more about your business and reviews your existing files, policies, and practices. We focus on **compliance** and the other HR Mechanics needed for an effective HR department.
- 2** Next, we help you fill your HR role with the right talent in one of two ways:
 - If you have someone already handling specific HR tasks, or someone you are considering moving in to the role, we perform an **HR Talent Assessment**. This two-part process provides you with information on the person's suitability and their overall HR knowledge.
 - If you don't have an internal candidate, we will help you with Recruitment. For 60 days, we will post the position, screen candidates, and provide you with a list of finalists to interview.
- 3** Based on the HR Mechanics and HR Talent Assessments, we create a **Readiness Scorecard** to provide insight on the relative ease, or difficulty, of starting your HR department. This includes a **Start-Up Roadmap** and timeframe for ramping up your HR department. We make recommendations on priorities, but you own the plan and set the timing and pace.



Let's get started with HR Start-Up!

To find out more, call us (206.329.1120 or 509.381.1635) or email info@archbright.com.