

SteinbergHR

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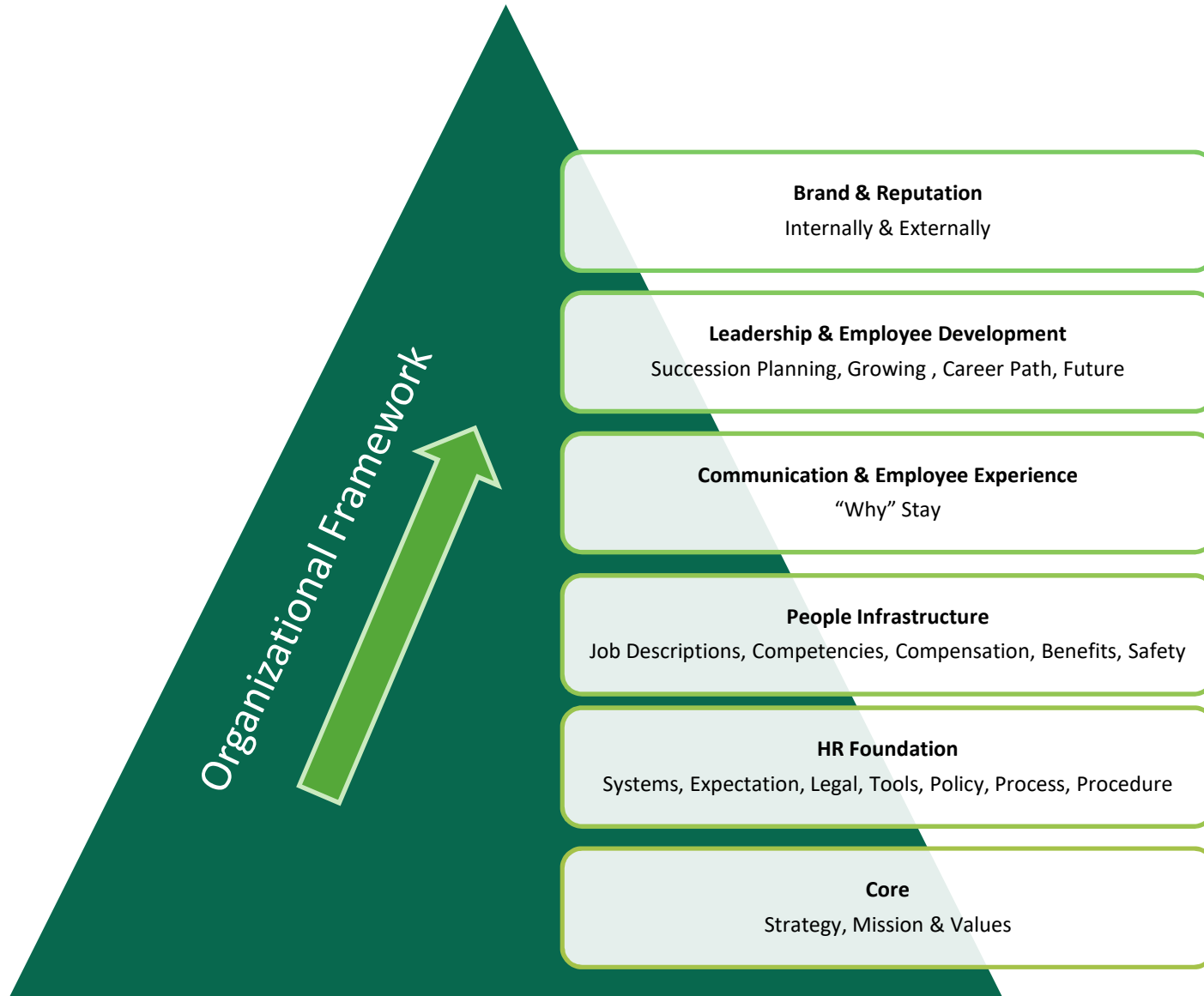
Strategize – Attract – Engage – Enrich

Human Resource Part-Time, Interim and Project Base Work

SteinbergHR – Approach



Framework and Philosophy





Insight Assessment Outcome





Insight Assessment

Components

HR Infrastructure	Compensation	Recruiting Selection	Risk
Basic HR Fundamentals	Benefits Perks	Orientation On-Boarding	Performance Management
Communication Optimization	Legal/Compliance	Safety	Development Training
Talent Management	Mission and Values	HR Strategy	Employee Experience



Process To Build/Enhance the Human Resources Function

Current State

- Complete the HR Insight Assessment
- Determine gaps and needs
- What, how and why regarding : systems, processes, procedures

Objectives & Outcomes

- Understand goals, priorities, vision
- Growth projections and timeline
- Review the insight audit to help shape the want
- What is the mission for customers and workforce

Results & Impact

- Identify infrastructure
- Identify opportunity to build HR foundation and stabilize
- Maximize and optimize current system and process
- Determine priority for implementation, changes, communication and impact



Estimated Timeline of Engagement

****This outline is merely an estimate and can be adjusted based on the needs of the business and situation****

Months 1-6

Weekly or Bi-Weekly Meetings

- Determine current state-work through process, foundation, tools, system, documents, flow
- Map out process
- Create customized templates and SOPs
- Optimize system
- HR Support

Months 4-9
2-3 Meetings Monthly

- Determine long term goals, development and vision
- Commit to standard operating procedures
- Test
- Monitor progress
- Monitor effectiveness and impact
- HR support

Month 7-12
1-2 Meeting Monthly

- Provide support and coaching for on the job managers
- Continue to shape long term goals, development and vision
- Recalibrate and adjust
- Check-In for sustainability, accountability and satisfaction
- HR support and project base work



Engagement Options

****This outline is merely an example and can be adjusted based on the needs of the business and situation****

Engagement Options	Investment	Service	Time Commitment
Insight Assessment	Flat Rate	Insight assessment and an executive summary of findings based on components.	8-15 hours
“Partnership”	Monthly Rate	Partner to stabilize, enhance, resolve, evolve, strategize and grow. Provides HR insight and support holistically with leadership and partners on-site. Efforts, projects and assignments are determined in partnership. On call for questions included; in addition to hours though within reason.	Minimum 10 hours/month
Added Cost	Hourly Rate	Recruiting/Searching Hourly	30 - 90 days
Added Cost	To Be Determined	Training or Development Sessions /Programs	Pre-determined
HR Membership	Monthly Rate	Provides introduction and foundation of HR practice to in-house staff or managers	2 hours, once a month for 12 months
Handbook	Flat Rate	Development based on company mission, culture, philosophy including applicable laws. In Person Review. Cost does not include attorney review.	First draft within 30 days



SteinbergHR

Services and Solutions

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- Part-Time or Interim HR Solution
- Executive Coaching & Mediation
- Coach HR Competency to Existing Employees
- HR Mentoring
- Full Life Cycle Recruiting
- Contingency Searches
- Orientation & On-Boarding
- Employment & Labor Relations
- Talent Management
- Performance Management
- Team Building
- Organizational Development & Learning
- Mindfulness and Awareness in the Workplace

- Recognition Programs and Retention Strategy
- Succession Planning
- Leave, Accommodation & Reduction in Workforce
- Total Rewards
- Mergers - Acquisitions – Reorgs
- Change Management
- Technology & Process Improvement
- System Implementation
- Payroll & Benefit Consultation
- Compensation Consultation
- HR Legal Compliance
- Policy, Process and Procedure Development
- Investigations