



HR CONSULTING

Avintus understands the challenges of running a small company, but HR doesn't need to be one of them. With our HR Consulting Services, you can outsource your entire HR department or fill missing skill gaps by choosing just the service offerings that suit your needs. Services are delivered in the method most appropriate to each solution, either on-site or via conference call, email, or webinar.

HR ACCESS

- Personal support for all HR questions.
- Development and maintenance of your company's employee handbook.
- Phone/email support.
- One on-site visit per year.

EMPLOYEE SELECTION

- Support at every step of the employment process from interviewing, pre-employment, to new hire orientation.
- Establishes candidate screening criteria to evaluate resumes/applications.
- Training to help you interview with maximum confidence and minimum bias.
- The creation of offer letters templates and updates as needed.
- Help designing pre-employment testing processes and new hire forms and checklists including updates as needed.

PERFORMANCE MANAGEMENT

- Training for supervisors on how to conduct performance counseling sessions.
- Development and annual updating of performance management processes/forms.
- Development and updating of disciplinary forms and processes.
- Creation of termination processes including checklists and updates as needed.

EMPLOYMENT ADMINISTRATION & COMPLIANCE

- Provides employment and labor law posters & regular updates.
- HR audit.
- Annual training of managers on applicable employment law topics such as harassment, discrimination, leaves of absence, hiring, & terminations.
- Initial personnel file analysis for all active employees.
- Review of new hire personnel files twice per year.
- Assistance organizing files based on findings of analysis.
- Help designing record keeping document for ongoing use.

RECRUITING

- Annual assessment of staff needs.
- Assistance writing help-wanted ads that attract qualified applicants.
- Assistance developing and updating employment applications.
- Help developing and updating position-specific job descriptions.

COMPENSATION MANAGEMENT

- Risk assessment.
- Exempt/non-exempt classification analysis.
- Annual analysis for pay inequities based on race/gender.
- Compensation survey data for local market.
- Design of pay ranges/scales for each position and annual update.
- Creation of annual compensation and benefits statement.

EMPLOYEE COMMUNICATION

- Includes the development and administration of an annual employee survey.
- Tools to open up two-way communication between employers & employees.
- Development of a plan for consistent communication in a formal setting.

EMPLOYEE RETENTION

- Customized tools to help you retain valued talent.
- Design of career paths and annual updates.
- Design of employee recognition system and regular updates.

REGULATORY LIAISON

- Expert assistance responding to discrimination charges or other complaints.
- Work with attorneys to develop a position statement.
- Provides verbiage and documentation recommendations when responding to unemployment claims.
- Creates & updates written Affirmative Action Plans & provides on-going support & liaison with OFCCP.