

Your Virtual HR Department



HR Fundamentals - Through a combination of on site and/or remote consultation, your HR partner functions as an extension of your management team, focusing on employment challenges including hiring, training, employment programs, and compliance. Our knowledge of best practices and HR law helps ensure

that your company offers effective HR solutions and complies with current legal requirements. We deliver flexible services tailored to your company and industry requirements.

We provide “Expert Advice” when you need it. Think of us as your HR department down the hall. We are here to help with employment matters, serving as your **Virtual Human Resources Manager**, for **Projects, On Site HR, or Advice and Consultation** as needed.



Recruitment & Search - We can help you in every aspect of recruiting your new employees and with onboarding. Our clients engage us in either an unbundled, pay only for what they need approach, or alternately contract us for the entire search process.

Organization and Team Effectiveness - We can help you maximize the effectiveness of your team and business. Our collaborative approach assists you to assess the situation, clarify your needs and goals, and design strategies to optimize and strengthen your organization.



We Can Help:

- Hire and retain the best people
- Develop competitive total compensation programs
- Train and develop teams
- Deal with difficult people and performance issues
- Build employee commitment
- Ensure legal compliance
- Simplify administrative work

The HR Matrix provides “sustained” human resources management to companies that require additional HR support and resources. Our clients enjoy the benefits of having a human resources expert dedicated to their team without having to create a new position within their company. Depending on your needs, we can also supplement your existing HR department with expertise in specialized areas.

Can You Benefit From an HR Audit?

- Looking for ways to enhance employee productivity?
- Need help writing an employee handbook?
- Unsure about the legality of an employment decision?
- Do you want to reduce employee benefit costs?
- Want an HR audit to make sure you're doing everything right?
- Want to streamline/automate processes?

1. Do you comply with federal and state guidelines and posting requirements?
 2. How are your employee files organized? Do you comply with current Employee Privacy regulations?
 3. Jobs are classified as exempt (salaried) and non-exempt (hourly)? Are you confident that your job classification system would pass a Dept. of Labor audit if challenged?
 4. Do you comply with all the Federal and State laws and requirements applicable to your company, such as overtime, flexible work schedules, meal periods, leaves, etc.?
 5. Are your salaries and wages reasonable, competitive and both externally and internally equitable?
6. Do you understand your responsibilities to regularly provide training and/or information to your employees on legally required topics such as Illegal Harassment Prevention, Non Discrimination, changes to benefits, changes to company policies and procedures, etc?
 7. Do you have difficulty attracting and/or keeping good, qualified workers?
 8. Are you confident that your employees are aware of the work rules in your organization covering items such as: attendance, absences, tardiness, theft, intoxication, drug use, insubordination, confidentiality, no harassment, etc?
 9. Is absenteeism a problem for your organization?
 10. Is the quality of work or customer service in your organization as high as it could be?



If you answered “No” or “Not Sure” to any of these questions, you might benefit from a consultation with The HR Matrix.

How We Work

We initially meet with you to understand your business. Through collaboration and understanding, we partner with you to create effective solutions that get results. In some cases, our work may start as a project or with an HR or Organization Assessment. In other cases, we may get started by providing advice and consultation for an immediate issue.