



## ***Your Most Valuable Resource***

There is one aspect of every business, large and small, that defines whether or not the business will survive and grow. That aspect is

people. Employees, managers and owners alike are the very spirits that drive a company's fortune. From the person who sets the course to those who unfurl the sails, nothing happens without people to provide the spark.

The value of this resource requires a Human Resource Division to provide a systematic and focused program of recruitment, development, training, motivation, evaluation and reporting that satisfies the employee's needs, as well as the company's legal and ethical responsibilities.

For many, the expense of an in-house division of this nature is simply not possible. For those companies, there is the Human Resource Consulting Division of Hawkins, Ash, Baptie & Company, LLP.

Hawkins, Ash, Baptie has provided Human Resource Consulting services to a wide variety of industries. We've found that although businesses and employees are quite different, they share similar problems. Your company will benefit from our wide ranging experience in every area of Human Resource management and compliance, as well as saving valuable time by allowing us to carry out these important functions:

## **Recruitment Assistance**

- ◆ Writing & placement of advertising
- ◆ Assisting in the interview process
- ◆ Checking references
- ◆ Preparing letters to candidates
- ◆ Documenting recruitment policies and procedures

Discovering, interviewing and hiring the right candidate to fill a position can be a time-consuming exercise in frustration. Hawkins, Ash, Baptie & Company, LLP. has the personnel and the experience to oversee the entire hiring process, from writing and placement of advertising that generates response, to the final interview of your new hire.

## **Compensation & Benefits Planning**

- ◆ Plan design
- ◆ Performance appraisal

As an employer you want to receive the most productive return on your payroll dollars. Hawkins, Ash, Baptie & Company, LLP. can help you with job analysis, salary structures, appraisal systems and pay and benefit strategies that will reward your employees for doing those things that make your business successful.

## **Employee Communication**

- ◆ Employee Handbook Development
- ◆ Job Descriptions
- ◆ Employee Opinion Surveys



Every employee needs to know what is expected and every employer needs to communicate "the rules of the house". In tandem, the Employee Handbook and Job Description provide the direction, guidance, and clarification necessary for both parties to carry out a successful relationship.

## **Training Program Development**

- ◆ Supervisory skills training
- ◆ Customer service training
- ◆ Communication skills

Employee training doesn't end after the orientation. Creating effective and productive employees requires continual education and training in a variety of skills. It also requires an organized plan and curriculum that provides the employee with a strong sense of belonging, confidence and loyalty. Hawkins, Ash, Baptie & Company, LLP. can create that plan and the programs, as well as conduct training sessions at our own training center, or on-site.

## **Compliance**

- ◆ HR Check-Up

Compliance with Federal and State regulations is an ever-increasing job for employers. Non-compliance can be a very costly mistake in this litigious society. Hawkins, Ash, Baptie & Company, LLP. can assist you by performing an HR checkup on your current policies, processes and procedures. Our experienced consultants can identify your needs and make recommendations to ensure compliance.