

# Human Resources Consulting Services



**B**eason & Nalley provides a variety of Human Resources consulting services for small- to mid-size companies. Our Human Resources Consultants can help your organization address its human resource needs with the following services:

## Recruiting Services

- Executive, management and professional search
- Selection process design

## Employee Performance Management

- Performance philosophy and strategy development
- Performance appraisal system design
- Performance corrective action process and design
- Performance documentation and record retention
- Termination process design
- Individual career development plans

## HR Department Operations

- HR risk review
- HR department structure and design
- HR staff development and training

## Compliance Audit

- Affirmative action plan development and implementation
- Affirmative action compliance review support
- Harassment policy development and training
- Records development and retention
- Employee handbook

- Workers compensation
- Family Medical Leave Act
- Policy and procedures

## Benefit Consultation and Administration

- Outsourcing
- Health/dental/vision
- 401K
- Life insurance
- Cafeterial plan / Flex 125
- PTO, vacation and sick leave

## Compensation

- Wage and salary program design
- Incentive programs design
- Market pricing of jobs
- Job description development
- Job evaluation system design and implementation
- Exempt/non-exempt evaluations
- Compensation administration guidelines

## Training and Development

- One-on-one management coaching
- Leadership and management training
- Staff training and development

## Employee Relations

- Employee relations advice and counsel

## Contract HR Services (Outsourcing)

- Provide clients with seasoned human resources professionals on an interim basis to fill a temporary void or full-time in the human resources department

## AT A GLANCE

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Employee Performance  
Management

HR Department Operations

Compliance Audit

Benefit Consultation and  
Administration

Compensation

Training and Development

Employee Relations

Contract HR Services  
(Outsourcing)

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