

## Human Resources Consulting

Making the Human Resources (HR) functions of your organization more effective, efficient and legally compliant is one more way the professionals at Kennedy and Coe can help you succeed. We can help you identify efficiency issues and address them with HR consulting services designed to deliver positive results. Our professionals begin by looking at the symptoms of inefficiency and ineffectiveness visible throughout your organization. Then, using a comprehensive analysis and assessment process, we determine the root causes of these issues and plot a course of action. Our full spectrum of services includes:

- **HR Audit** – This comprehensive analysis identifies strengths and weaknesses and suggests steps to create a more efficient culture.
- **HR Coaching** – Provides training to individuals promoted to HR positions from within your company. We can determine where knowledge is needed and respond with training and guidance.
- **Compensation Plans** – We can help you define positions, wage guidelines and incentive packages to give your business an advantage.
- **Employee Handbooks** – An employee handbook is a critical tool, yet problems can result if it is outdated or missing information. We can help develop customized handbooks to ensure your content meets your needs.
- **HR Procedures** – We can review current policies and procedures, or create new ones, to assist your company in increasing employee performance.
- **HR Department Set-Up** – Whether you're setting up a new HR department within your organization or expanding your existing department, we can provide a turnkey process in which we take care of the details for you.
- **Job Descriptions** – Jobs often change and evolve over time. We can help you develop accurate descriptions that will help employees know exactly what is expected of them, and simplify evaluation and hiring.
- **HR Outsourcing** – Outsourcing can give you access to a broader range of expertise as you need it, from policy development to benefits management.
- **Performance Management Systems** – Our systems give employees the information they need to improve performance, set goals and achieve them.
- **Pre-Employment Screening** – Our professionals can help analyze the personalities and skills of your candidates and make recommendations.

**Call 800-303-3241 for more information.**