

# HR Department Review Deliverables

**Client-cited recommendations review**  
**Client-expressed "concerns" review**  
**Client-expressed needs review**  
**Communications factor area review**  
**Compensation factor area review**  
**Employee files sampling**  
**HR budget allocation compared to market**  
**HR metrics utilization review**  
Added value  
Safety/risk  
Payroll  
Health/social benefits  
Unemployment  
Pension  
Training  
**"Not providing" client statements review**  
**HR process documentation review**  
**HR time allocation compared to market**  
**HRIS review**  
**Item review comments/numeric rating**  
**Norms comparison**  
**Oral HR review presentation**  
**Organization factor area review**  
**Organizational climate factor area review**  
**Performance measurements review**  
**Priority action rendering**  
**Recommendations for all items reviewed**  
**Recordkeeping factor area review**  
**Results chart**  
**Results recommendation by factor**  
**Review category rating percentage**  
**Systems hardware/software review**  
**Training and development factor review**

Additional and expanded  
HR services are tailored  
for specific client needs

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## Human Resource Department Review



PHRST offers *a la carte* human  
resource management through select  
Professional Human Resource  
Service Teams

# Human Resource Department Review

## What Is Needed

Organizations recognize the importance of effective human resource functioning and management. Often managers are performing the rudiments of the function; however, they are uncertain if their human resource (HR) service is comprehensive, adequate, compliant and appropriate for their specific needs.

## State-of-the-Art

PHRST performs an objective, comprehensive HR review of key function areas, staff performing services, materials used, service planning and service utilization in the HR unit. A concise, report card-format tool is used which clearly and easily renders a snapshot view of the HR function. Professionals rate more than 60 factor items, record comments, prepare item-by-item suggestions and compare the subject client with norms from other similar evaluations. Presents an oral review summary and discussed suggestions.



## Knowledge, Skill & Ability

PHRST's HR review team is staffed by human resource specialists and led by certified senior professionals in HR management. We combine a thorough understanding of HR best practices, regulations and professional standards with technical expertise to deliver business-focused, real world solutions in a final format which you easily use to enhance your unit.

## When, Where & For How Much

On-site client review involvement is typically 3-6 hours. Results are returned within five working days, accompanied by an oral, in-person or phone discussion. The basic service fee is \$4,000, comprising a \$3,000 initiation fee and a \$1,000 final charge. Expenses are documented and billed at-cost to clients. At an additional preferred client fee, guidance and service are available around the clock in person, via phone/video conference, by fax and via Internet.

# About PHRST

## Strategic Human Resource Management

**PHRST** stands for **P**rofessional **H**uman **R**esource **S**ervice **T**eams. Our service model enables us to provide you with HR experts in all 7 areas of HR:

- Employment Practices
- Management Practices
- Health, Safety & Security
- Compensation & Benefits
- Employee & Labor Relations
- Human Resource Development
- Staffing/Recruitment Practices

**PHRST** works with clients on an a la carte basis across industries, around the world, for profit or not and regardless of organization size. We service public, private, and government entities, and we are effective at all organization levels. Our approach is client-centered, worksite interaction, where we provide user-friendly, practical approaches intended for prompt and effective implementation. We work 24/7 to meet client needs. Our value and success are built upon best practice insight, sound experience, education and hands-on know-how. Organizations count on **PHRST** for knowledge, skill, ability, ethics and integrity.