



Do You Have the Right Tools?

To take the 'guess work' out of managing the end-to-end HR process, HR Business Solutions has developed a straightforward, easy-to-use HR Toolkit to assist in staff management and HR compliance.

HR Toolkits consist of systems, policies, procedures, processes and forms dealing with key HR processes such as recruitment and selection, performance management, policies and procedures, induction, salary reviews, performance appraisals and disciplinary procedures. The HR Toolkit is designed to ensure your business is managing its human resources function effectively and your business objectives are being supported by the right HR systems.

HR Toolkits can be customised to suit your organisation's needs. HR Business Solutions offers a choice of HR Toolkits, customised to best match your requirements:

HR Toolkits

- Recruitment and selection
- Performance management
- Performance counselling and warnings
- Induction Programs
- HR policies and procedures
- HR forms and systems
- Salary review processes
- Position Descriptions

1. **Basic Toolkit:** our standard package of commonly used HR forms, processes and policies.
2. **Customised Toolkit:** Processes, policies and procedures are tailored to suit your organisation.
3. **Toolkit Package:** Full customisation, training, and implementation the HR processes into your organisation.