



# HR Assessment: An HR Check-up does a company good

Aligning your organization's business and HR strategies empowers your company to achieve both. Knowing where an organization's human resource procedures and practices, employee engagement and satisfaction benchmark against the "best practice" companies is the starting point to improving your workplace and bottom-line. Pivotal's assessment process will quickly and effectively analyze your current state and deliver a prioritized HR Critical Path aligned to meeting your organizational goals.

Pivotal offers two options for the HR Assessment:

## Full HROI Assessment

### ***Executive HROI, + employee interviews***

The Assessment includes up to two days meeting both the senior team and a cross-section of employees. Meetings last about 45 minutes each, in which we gather information related to Corporate Strategies, HR Infrastructure, People Planning, Hiring Process, Information Systems, and Risks.

## Executive HROI Assessment

### ***Senior Management Review***

Get much of the same qualitative and quantitative information as the Full HROI Assessment, but based solely on the information gathered from the Senior Management team. Although a less intensive assessment, it still offers powerful insight into your company.

To augment data collected from meetings, we also gather quantitative data, where available, related to measurable costs, risks and performance indicators related to HR. We will provide a full Human Resource Plan and optional service solution, focused on ensuring your people and HR processes are fully aligned with your business goals.

HR deliverables will be prioritized and aligned with business objectives, so the delivered plan is practical and can be immediately implemented upon completion of the HROI™ Assessment.

## Step-by-Step Process

1. We start with a team of experienced HR Directors who meet with the executive team to determine corporate objectives and points of interest.
2. Then we interview in confidence a cross-section of employees.
3. Our team will then compile and run a rigorous analysis of the information we gathered to identify trends related to the following:
  - **Corporate Strategies** – e.g. growth targets, key barriers to growth, critical business drivers
  - **Human Resources Infrastructure** – e.g. performance management, compensation, training, internal communications
  - **People Planning** – e.g. benefits, terminations, resignations, absenteeism, employee relations and staffing levels
  - **Hiring Process** – e.g. executive, management, professional, operations and temp staffing
  - **Information Systems** – e.g. HRIS, information management
  - **Risks** – e.g. employment standards, payroll compliance, WSIB and Human Rights
4. The next step is delivery of an HR Assessment Report to the executive team and outline a recommended Critical Path.
5. The resulting Critical Path gives your company a road map for implementing HR strategies to help your company achieve its goals.

## What You'll Learn

- What steps your company could take to become an Employer of Choice
- What are the best ways to retain employees and stay ahead of the competition
- Which HR practices are best for your industry
- What the appropriate metrics are to achieve the best ROI from your people
- Gain insight on leadership development needs
- How your organizational design could be hindering effectiveness
- Risk Management; determine weak points that leave you and your company exposed
- What compensation elements and benefits truly resonate with employees

# Contract

Complete the following, sign and email or fax to Pivotal Integrated HR Solutions to order your HR Assessment of choice today. An HR Consultant will confirm the agreement and call to schedule the assessment.

Email: [info@pivotalolutions.com](mailto:info@pivotalolutions.com) or Fax: 905.507.9718

<b>Select One:</b>			
<input type="checkbox"/> Full HROI Assessment	\$3,500	<input type="checkbox"/> Exec. HROI Assessment	\$1,500
GST (5%)	\$175	GST (5%)	\$75
<b>TOTAL</b>	<b>\$3,675</b>	<b>TOTAL</b>	<b>\$1,575</b>

## Confirmation of Order:

If you are in agreement with the foregoing, please indicate your acceptance by signing and returning a copy of this page.

Company Name			
Contact Name	Phone		
Email			
Address			
City	Prov.	Postal	
Preferred Billing			
<input type="checkbox"/> Invoice	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express
Card Holder Name		Signature	
Card #	Expiry		

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Standard Terms and Conditions

Your company name: \_\_\_\_\_ is henceforth referred to as "Client."

- a. Confidentiality. Pivotal will not, during the term of this Agreement or at any time thereafter, disclose to any person (other than any person designated by Client) any information of a confidential nature relating to Client and its business, except as may be required in providing the services hereunder or by law.
- b. Services. Pivotal will provide to Client such services as may be agreed by the parties including those services listed on our letter.
- c. Billing. Fees will be billed 50% at the beginning of the project and 50% upon completion and are due within 21 days. Late payments will be subject to interest equal to 2% per month.
- d. Expenses. Client will reimburse Pivotal, at cost, for all reasonable out-of-pocket expenses incurred by Pivotal in entering into and performing this Agreement.
- e. Warranty. Pivotal represents and warrants that the Services provided hereunder will be provided in a manner consistent with good business practice. Pivotal agrees to provide human resource advice and expertise to Client in the areas outlined in Service proposal. It will at all times be Client's sole responsibility to decide which advice and which expertise is appropriate in its particular situation. Client accepts and agrees that it cannot delegate its responsibility for operating its company to Pivotal and at all times has the right to ignore the advice given by Pivotal. Pivotal will carry an Errors & Omissions Policy in the amount of at least One Half Million Dollars.
- f. Limitations. The warranties provided in this Agreement are in lieu of and exclude all other warranties, guarantees or conditions, written or oral, statutory, express or implied, including without limitation any warranty as to merchantability or fitness for a particular purpose. In no event will Pivotal be responsible for special, indirect, incidental or consequential damages, which Client may incur or experience on account of entering into or relying on this Agreement. Pivotal's maximum liability pursuant to this Agreement shall be limited to the lesser of: (i) the amount of actual damages incurred by Client; or (ii) one month's average actual total monthly charges paid by Client to Pivotal for the specific Services on which Client's claim is based. Pivotal shall not be liable or deemed to be in default for any delay or failure under this Agreement or for interruption in the Services resulting, directly or indirectly, from any cause beyond Pivotal's reasonable control.