

## HR Assessment

Employment liability is one of the top three risks faced by most businesses. However, many businesses have a blind spot because they don't regularly assess their HR compliance by evaluating policies, training, and administrative systems. Once a lawsuit or charge is filed, it is too late. SharedHR has assessed hundreds of organizations. We'll analyze your HR, payroll, and benefits systems; test for HR compliance; and review processes, workflows, and technology effectiveness. Our proprietary scoring system will help prioritize initiatives to improve your HR compliance and overall effectiveness.

SharedHR is a management and human resources consulting firm. We offer services across the entire HR spectrum, including HR outsourcing, senior-level consulting, and HR payroll and benefits technology systems implementation. We believe in business-driven HR. We take the time to get to know each of our clients to understand their mission and how they define success. For over 30 years, privately held companies and non-profits of all sizes have partnered with SharedHR because of our technical expertise, extensive management and HR knowledge, and dedication to outstanding customer service.

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### Non-compliance is Risky Business

Organizations regularly neglect HR-related administrative systems and compliance until an issue arises. HR, payroll, and benefits processes have a way of rapidly becoming antiquated or obsolete in the unstable landscape of compliance. A quality HR assessment can help you withstand audit scrutiny and avoid employment legal action. A third-party review can be a valuable opportunity for risk mitigation and strategic planning.

### Measure and Analyze

With SharedHR's proprietary HR assessment, we analyze your HR systems, test for compliance, and measure the effectiveness of your current processes and the technology that supports them. Once we complete our assessment, you receive a prioritized punch list of actionable steps to tune and improve your HR systems. Your HR compliance assessment establishes a baseline for the key HR functions, and helps you develop a roadmap for process, technology and training improvements.

Our HR assessment includes:

- **Document Review:** We review documents such as personnel files, employee handbooks, employer postings, and other documents in the key areas of HR.
- **Staff Interview:** We interview representative employees at each level of the organization to assess how HR and related technology is being delivered.
- **Policy and Process Review:** We review sample policies and processes for efficiency and compliance, including onboarding, training programs, performance evaluations, leave policies, and health and safety regulations. We prioritize initiatives and recommend appropriate changes.
- **Practice Review:** We review federal, state, and local requirements to uncover any inconsistencies in your practices before they become costly issues.
- **HR Technology:** We assess the effectiveness of your HR, payroll and benefits technology.

### HR Roadmap

By leveraging our up-to-date knowledge and multi-client expertise on employment regulations, industry standards and best practices, we score each functional area and prioritize recommendations. Taking a fresh look at your HR systems can help your company properly manage risk. After receiving our HR assessment, you'll have a prioritized blueprint to mitigate risk and build a transparent HR function that supports the long-term objectives of the organization.