

## Consultative HR Services



Consultative HR Services is designed for organizations that need assistance with more complex projects requiring specific expertise. These consultative HR services include project management support in the following areas:

- The De Novo Start-Up Toolkit: features a complete set of tools for establishing a legally-compliant HR department or function, including:
  - Staffing and Recruiting Tools and Guides
  - Customized Employee Handbooks and HR Policy Manuals
  - Compensation Design and Planning
  - Compliance and Recordkeeping Tools
  - Performance Management Resources and Tools
  - Discipline and Termination Resources
- Compliance and Government Reporting Support
  - Customized Employee Handbooks
  - HR Policy Manuals for Supervisors
  - Affirmative Action Plan Development
  - Employment Compliance Services (all states)
  - Human Resource Assessment
  - EEO-1 and VETS-100 Reports
- Compensation Design and Analysis
  - Job Market Pricing
  - Salary Grade / Range Structures
  - Incentive Plans
  - Executive Compensation
  - Merit Matrices

- Recruitment Process Support
  - Recruiting Strategy Development
  - Recruiting Process Tools
  - Interview Training
  - Orientation / Onboarding Support
- Performance Management
  - Performance Management Training
  - Performance Appraisal Process Design
  - Performance Appraisal Forms and Tools
- Training and Development
  - Employee Opinion Surveys
  - Training Programs (Sales, Harassment, Supervisory, FMLA, Diversity, etc.)

### The Silverton Bank Advantage

Our HR Advisory Services offer organizations a variety of solutions to meet their human resource needs.

- Scalable - Designed to meet the rapidly-changing needs of your organization.
- Affordable - Less expensive than hiring additional staff.
- Flexible - No long-term contracts.
- Experts - Backed by a highly-experienced team of HR and employment law professionals.

The **SAFE** Alternative for HR Support.