

HR CENTRAL SERVICES

Recruitment:

We offer different recruitment packages depending on your needs

- We write job advertisements, post the job ad, shortlist candidates, conduct phone screens, develop interview questions, conduct psychometric testing, complete interviews & notify unsuccessful candidates
- HR Central offers a fixed time and materials based pricing model to keep costs of recruitment at a minimum.

Document development

- Letter of offer
- Position descriptions
- Contracts for: Employees
Contractors
Volunteers

Induction & Training:

Induction

- Develop an on boarding process with supporting documentation including checklists

Training

- Customised training for your business needs including training of soft skills (presentation, communication, team work, stress management, time management etc)
- Equal Opportunity Training
- Occupational Health & Safety Training
- HR 101 Training – the basics of the FairWork Act & Modern Awards

Everyday HR:

HR Strategy

- Development of HR strategy aligned with core business strategy
- Organisational structure reviews

Paying your staff

- General advice
- Title/ Classification hourly rate confirmation
- Advice on implementing a bonus scheme/ commission
- Advice on salary benchmarking

Awards

- Simple award finder
- PDF copy of relevant award

Minimising risk

- Policies
- Procedures
- General advice
- Templates & Factsheets can be provided based on your needs
- Ensuring legal requirements are met – through a HR Audit
- Advice on the Fair Work Act and other relevant legislation

Industrial relations

- EBA negotiations

Parental leave

- General advice

Engagement:

Developing positive workplace culture

- Employee engagement surveys
- Team building workshops
- Employee Wellness Program
- Development of values
- Development of behavioural competency framework

Career & Professional Development

- Talent mapping
- Training needs analysis
- Competency framework - technical
- Management & Leadership coaching utilising psychometric assessments

Reward & Recognition

- Developing reward & recognition programs



Performance:

Performance Review

- Performance templates
- EPMS – Online Performance Review System
- Development of KPIS
- Development of Position Descriptions

Performance Management

- Performance management procedure
- Performance action plans
- Advice on how to performance manage and to exit an employee

Exit employee:

Termination

- Letter template
- Fact Sheet
- Checklist
- General Advice
- Exit interview documents

Redundancy

- Letter template
- Checklist
- Calculation of entitlements owed to employees
- General advice



CENTRAL

YOUR PEOPLE.
OUR SOLUTIONS