



HR SERVICES EXPRESS MENU



Are you a small to medium sized company seeking HR advice? Coordinated Resources Group is waiting to take your call. CRG recognizes that your people are your greatest asset. Consider CRG next time you are in need of a helping hand to answer your HR questions and to guide you through the planning, strategizing, implementing, and executing stages of your next HR project. In today's environment, HR has become a strategic and fundamental piece of any company. In order to remain competitive and profitable, a company must place emphasis on its HR practices. When you work with CRG, you can be rest assured we are making recommendations from a global perspective. We help you implement changes with the most positive impact on your employees and on the bottom line.

HR Audit – Is your company in need of a thorough HR review? An HR audit will ensure your business is in compliance and up-to-date. At CRG, our HR audit goes far beyond the basics. We approach our HR audit from a strategic perspective. HR audits provide a valuable tool for any company to fill gaps in compliance, but also to walk away with tangible recommendations for improvement. We care about your business, your employees, and your success.

Affirmative Action Plan – Has your company expanded and you are now responsible for submitting an Affirmative Action Plan? Not sure where to start? At CRG, we can do the heavy lifting for you. We will prepare the plan for you. The only thing you will need to do is submit it.

Safety In The Workplace – CRG will provide your company with the essential tools for creating/maintaining a healthy and safe workplace. We specialize in preparing you for the unexpected.

Employee Handbook & More – These are the essentials of any business, but especially critical for a small to medium sized company. They are the basic things a company needs to create a safe, productive, and respectful workplace. They keep a company in compliance, but also help keep a company running smoothly. While these may seem like simple things, they can send an extremely powerful message to your employees. These basics include - ***employee orientation program, employee handbook, employee job description, employee performance review, employee satisfaction survey, employee engagement program, and employee exit interview.***

Seminars, Workshops, Coaching & Training – CRG will evaluate whether a seminar, workshop, coaching or training will meet your specific need. Our process includes a thorough pre-assessment to determine which route will be effective at tackling your unique situation.

Forms & Letters – Are you in need of a customized form or letter? We can either pull from our library of forms or design something unique.

Does our list of services not meet a particular need? Not to fear. Contact me and I can either help you internally or point you in the right direction. Interested in finding out more about how our HR services can work for your company? Contact me today at erind@cruginsurance.com or by calling (971) 302-6327.