

KEY HR DOCUMENT / ASSESSMENT

building key document value and impact with technology-enabled access/features

Are your Human Resource documents adding value to the HR function or gathering dust in a 3-ring binder? Worse yet, are the contents of your HR Document Set incomplete, inaccessible, or even wrong – costing employee time, morale, and productivity? Are these assets helping your organization make money or helping to waste it?

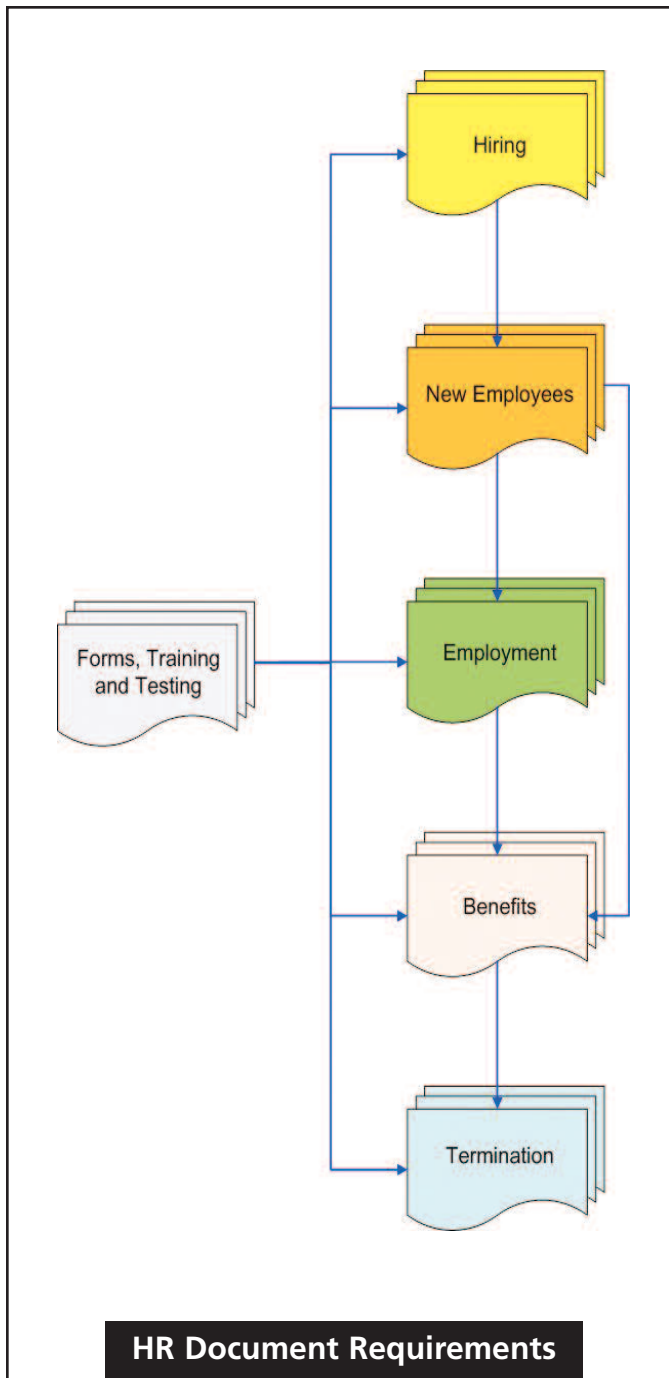
There is a strong relationship between employee understanding and acceptance of organizational policy, plan, process, and procedure that are embodied in your key document assets, to business success through best practices, quality management, and continuous improvement. That relationship however, is easy to compromise with inattention to the process of developing and managing (maintaining) your key documents.

The benefits of upgrading of your HR Document content/technology include:

- Higher employee morale [communication/feedback]
 - Multiple access/communication modalities [hard copy, online, edit versions]
 - Increased frequency of employee interaction
 - Higher employee productivity [training/testing]
 - Lower administrative costs
 - Lower risk of liability [employer negligence]
 - Faster/easier content updating [time/accuracy]
 - Improved HR function [performance metrics]

Our Key Document Development/Management team, together with Sippel Glidden's experienced Human Resource specialists, can deliver a focused review your HR Document Set and provide recommendations for improving their content, coverage, application, accessibility, and effectiveness. Against these document-based opportunities, we'll suggest and demonstrate practical technologies to better organize, and communicate policies, plans, processes, and procedures to align and integrate your human resource investments with the strategic direction and tactical objectives of your organization.

Better document **access** and **features** can impact employee performance and your profit!



The SG Key HR Document Review

Our Process Steps Include:

1. Site- visit (up to 1 day) to review and collect information on the document 'library'
2. Off-line analysis and development of a 'first pass' summary of the site-visit data/documents
3. A Client conference call to fill-in any missing or incomplete information
4. Final analysis and develops conclusions and recommendations
5. SG presents findings at on-site visit (1/2 day)

An initial consultation to secure the background elements that inform our possible engagement to conduct a Key Document Assessment is offered without cost or obligation. Based on this conversational review of the document status/vision with respect to the HR function [or other primary areas where our near-term assistance may be beneficial], we would develop a written proposal outlining the objectives, process, level-of-effort required, timing, and anticipated cost of the Key Document Assessment.



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