



# HR Tune-Up®

by MobileHRnow

Just as your automobile needs routine car care and tune-up maintenance, so does every company's employment practices, policies, and programs.

The **HR Tune-Up®** by MobileHRnow is an effective internal HR diagnostic process that assesses a company's current HR policies, programs, and regulatory compliances. It identifies critical areas in need of maintenance, upgrades, or processing restructure that is also paired with real-world best practice solutions that your business can implement right away.

The **HR Tune-Up®** focuses on detailed samples of documentation, staff interviews, and questionnaire results during the tune-up process.

Does your business practice what your company policies preach? Is your company in compliance with the myriad of new state and federal regulations applicable for the size of your company?



**The HR Tune-Up® is conducted on-site with minimal staff/operational interruptions. All HR Tune-Up solutions recommended in the Tune-Up Analysis report are designed to reduce risk and increase your company's Human Resource Program's ROI. Schedule your HR Tune-Up™ today. Weekend appointments available!**

24/7 | [www.MobileHRnow.biz](http://www.MobileHRnow.biz) | 916.752.2255

## HR Tune-Up®...delivers it now

The **HR Tune-Up®** is a three step process though not necessarily on consecutive days.

**Step 1: Preparation.** Company staff gather requested sampling of documentation and completes questionnaire. HR Tune-Up date is scheduled and confirmed.

**Step 2: On-Site HR Tune-Up®** MobileHRnow conducts the **HR Tune-Up** on-site reviewing sampled documentation, interviews selected staff, and reviews questionnaire results. A full **HR Tune-Up®** Analysis Report is prepared to include the Executive Summary, Objectives and Approach, Issues Matrix with recommended solutions as applicable.

**Step 3: Report Analysis Review.** MobileHRnow meets with the identified company management/HR team onsite and reviews the Tune-Up Analysis Report.

## HR Tune-Up®...is confidential

The **HR Tune-Up®** by MobileHRnow reviews and provides risk assessment recommendation for the following six (6) bodies of HR functional areas:

1. **HR Administration**
2. **Safety & Health**
3. **Benefits & Leaves**
4. **Wage and Hour (Compensation)**
5. **Staffing & Training**
6. **Performance & Terminations**

The challenge of this century is to find ways to leverage new technology and resources so the business is more efficient and responsive to employee needs, statutory compliance, and the HR team can take on larger roles as strategic partners. No matter how HR responsibilities are handled in your company, HR plays a pivotal role in all organizations. **Are your HR practices in need of a tune-up?**

