


**NARPM® Broker/Owner
Conference**

**Human Resources, Only the
Tip of the Iceberg**

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Applied Human Resources, Inc.




**HUMAN RESOURCES
IN MOST SMALL COMPANIES**

Someone Is Anointed to do H.R. (FOG)

Human Resources Practitioner
P.H.R.
S.P.H.R.
EMPLOYMENT & LABOR ATTORNEY

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DIFFERENCE IN SERVICES

Professional Employer
Organization (PEO)

Consultants
EMPLOYMENT & LABOR
ATTORNEYS

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MY OBJECTIVES

Reduce Your Personal, Legal and Professional Exposure

Keep You Under the Radar of Governmental Agencies

Help Reduce Employee Related Cost

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DON'T TRY ALL OF THIS YOURSELF

Run Your Business

Use Your Resources

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WHO'S AFTER YOU?

No One . . . but

Who Might Be After You?

O.S.H.A.

Wage & Hour Investigators

E.E.O.C.

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THE IMPORTANCE OF A JOB DESCRIPTION

What The Employee Is Expected To Do

What Level Of Training And/Or Experience Needed

Is Formal Education Needed

Physical Requirements

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FINDING EMPLOYEES

Former Employees

Referrals From Current Employees

Competitors

College and Trade schools

Unemployment Office

Local Ads – Craig's List

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INTERVIEWING

Interview From Application

Application Completed And Signed

Former Employer Information

Check For Time Gaps

Don't Hire On The Spot

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**INTERVIEWING TO AVOID
E.E.O. & COURT**

Prepare For Interviews

Keep Interview Records

What You Can Ask

What You Cannot Ask

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FLSA = WAGE & HOUR

Exempt vs. Non-Exempt

Working Off The Clock

Overtime

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BACKGROUND CHECKS

Are They Really Necessary?

Should You Do Them Yourself?

Professional Background Checks

Temp Agencies

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REQUIRED PAPERWORK

Offer Letter (And What Goes In It)

Release For Company Physical

Release For Background Check

Release For Drug Test

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YES, YOU REALLY NEED A PERSONNEL POLICY MANUAL

Forces Consistency

At Will Employment

What Holidays Do You Observe?

Acceptable Conduct

How To Handle Sexual Harassment

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EMPLOYEE RECOGNITION

Why Employee Recognition?

When Do You Recognize Employees?

How Do You Recognize Employees?

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PERFORMANCE ISSUES

Identify The Problem

Does The Employee Know There Is A Problem?

How Do We Correct The Problem?

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DISCIPLINE

Counseling

What Goes Into Discipline?

Don't Delay

Be Consistent

When Enough Is Enough

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