



814.572.2294

tsp@t2management.com

www.t2management.com



Human Resources

JOB DESCRIPTIONS: Employees in your organization should be assigned a job description that defines the qualifications, essential duties, and characteristics for their position. Accurate job descriptions are useful tools for recruiting and hiring, new employee orientation, compensation plans, and performance management. In addition, they are instrumental when dealing with workers' compensation, disability, and EEOC issues.

T2 consultants will start with a standard format that is then customized for your needs. Input from employees and their supervisors as well as research in the field is used to create descriptions that are comprehensive and accurate. Ultimately, you will be equipped to hire people with the right skills and clearly define your expectations for their performance.

RECRUITING: Hiring the right people is key to your success. A good hire will enhance the productivity of the office and increase overall job satisfaction. A bad hire can consume your time and be a detriment to your whole organization.

With years of experience in conducting interviews and selecting quality candidates, we can square up your hiring practices. T2 will provide recruiting tools including job postings, application forms, reference checks, interview questionnaires, skill assessments, and checklists. T2 can also perform all or part of the hiring process for you from crafting an effective posting to interviewing and selecting the top candidates for your consideration.

ON-BOARDING: The hiring process is not finished once you have made an offer of employment. Details such as starting pay, hours of work, and special benefit arrangements should be documented in the form of a letter or email. It is also important to include an explanation of the introductory period and the methods used for evaluating employee performance.

New hires must complete the required DOL, payroll, and benefit paperwork. They should also be required to review your policies and procedures, employee handbook, and other essential office documents. One-on-one discussions about employee rights, confidentiality, and the performance evaluation process are also essential to the orientation process.

Finally, training on all the essential duties of the position must be provided and all orientation actions documented. Supervisors should be especially diligent in observing employee performance and providing feedback during the introductory period. Absent any extenuating circumstances, employees who do not pass the introductory period should be terminated.

T2 can make sure you have the required on-boarding forms and develop a checklist to use for orienting new employees. We will make it as simple as possible for you to do it yourself. Alternately, we are also available to perform any or all of the on-boarding process for you.

COMPENSATION PLANS: Without a structured salary plan, it is difficult to determine the appropriate wage to offer new employees and how to compensate competitively so that you don't lose valuable people. A compensation plan also outlines a method for providing regular wage increases.

T2 will start by helping you articulate your talent management goals. Then we will build a compensation plan that provides external equity by consulting the appropriate salary surveys. The structure will also be constructed with respect to current employees to assure internal equity.

PERFORMANCE MANAGEMENT PROGRAM: Your business will run most efficiently when your employees are held accountable for performing their essential duties in a manner that reflects your culture's characteristics. This can be achieved by establishing a structured method of providing regular feedback to each person in your organization. In addition, your supervisors should understand the importance of ongoing performance feedback and have the tools they need to deal with disciplinary issues as they arise.

Creating, improving, or redesigning your performance management program does not need to be costly or time consuming. T2 consultants have several models that can easily be adapted for your organization. We can provide the tools as well as instruct employees and supervisors on how to use them.

HANDBOOKS: An employee handbook generally describes the mutual expectations for both parties involved in the employment relationship. It acts as a guide for managing behavior, offering benefits, allowing time off, granting leaves of absence, and documenting important policies on employee rights. A handbook can also be a major building block in defending employment law claims.

T2 can save you time and money by using standard handbook content and customizing it to reflect your culture. If you have a handbook already, we can also work with you to make changes and updates. Finally, T2 will review your handbook with an employment attorney to make sure it is legally sound.

POLICIES & PROCEDURES: Policies & Procedures are used to document specific rules or detailed procedures so that they are consistently applied throughout the organization. Some policies are necessary in order to comply with regulations such as HIPAA and Department of Labor regulations. Others are created to set guidelines to be followed within your organization on topics such as billing and collection practices, new client intake, confidentiality, use of company technology resources, and social media.

A T2, we have developed templates for many of the most common and required policy and procedure topics. But no two organizations are exactly alike. We can customize the standard policies and draft new ones based on your needs. Most importantly, we will make sure that they are straight forward and easy to understand. An electronic version will be provided so you can easily make changes. Finally, we will help you set up a system of making the policies easily accessible to your employees depending on their role in the organization.

BENEFIT PLAN DESIGN & IMPLEMENTATION: Insurance, retirement plans and paid time off benefits enhance your ability to attract and retain the best employees. Plan designs can be complicated, making the implementation and renewal process time-consuming. T2 can save you time and money by working with the appropriate third parties to secure and maintain benefit plans. We understand insurance benefit options and can analyze the costs from both the employer and employee perspective.

Communicating the specifics of or changes to your organization's benefit plans is vital. Employees need to understand the value and how to take advantage of their benefits. T2 is well versed in providing employee benefit education as well as establishing systems that make it easy for those in your organization to access summary plan descriptions and other plan documents.

EMPLOYEE SATISFACTION SURVEYS: Studies show that happy, engaged employees are the most productive. Yet, many companies neglect to evaluate employee satisfaction levels. Satisfaction surveys are a tool that can help monitor employee engagement, uncover human relations problems, and reveal ideas for improving motivation. In fact, the mere act of asking for employee input provides a boost to morale and productivity. T2 can create and conduct an employee satisfaction survey to meet the needs of your organization and establish a systematic method for staying in tune with the attitudes of your workforce.