

## ***Streamline your people management!***

Preparing and maintaining HR records can be both difficult and time-consuming.

Imagine how much easier it would be if you had an electronic assistant to quickly find the form or letter you need, tell you why its required and allow you to customise it to suit your business needs.

### **Introducing HR Assist!**

Designed to meet the extensive record keeping needs of HR departments, this timesaving tool acts like your very own HR assistant. HR Assist allows you to quickly identify the appropriate form or letter required for a broad range of human resource situations.

The convenient electronic format then allows you to customise individual forms, policies and letters for your business.

Plus, introductions to each form, template and letter indicate what their function is and how and when to use the documents.

HR Assist is an essential human resource management tool that is:

- ✓ Easy to access. Easily identified section and sub topics
- ✓ Saves time and money with documents, forms and templates at your fingertips
- ✓ Consistent record-keeping across business units and locations
- ✓ Up to date resource of necessary HR forms, templates and letters, less experienced HR people understand what records they are required to keep and why
- ✓ What to do when things go wrong. Key people across your business can easily locate the necessary forms, tools and letters
- ✓ Manage key issues such as interviews and dismissals and avoid any non-compliance
- ✓ Assists organisational record keeping (and risk management) by having all in one easily accessible location

Featuring over 100 unique forms and letters, this time saving tool covers all the documents you need for

- Recruitment and selection
- Performance management
- Remuneration and employee benefits
- Training and human resources development
- Employee relations
- Occupational health and safety and environment
- Termination.

For anyone whose role includes managing the human resource records in a business or those who provide advice to people who do, this is the one tool you can't afford to be without.

Annual updates available along with notification emerging HR issues and tools.