

The HR Audit

Like a public accounting firm that audits accounting practices to make sure there are no mistakes or missed opportunities, your comprehensive and exclusive HR Audit covers everything from recruiting and employment to compensation, benefits, discipline and termination. We make sure you're in compliance legally as well as recommending ways to improve your overall bottom line through more efficient and effective HR programs, benefits, compensation, incentives and employee engagement.

HR services

From turn-key HR Department management to operating as an advisor for your HR management team, Workplace Solutions is just about that – helping companies and organizations develop solutions to the everyday challenges of running a business, staying in compliance and making your work environment as productive and rewarding as possible.

Some of our most popular services:

- Hands-on recruiting, assessment and selection of new hires
- Employee handbooks and HR related forms
- HR Audits and Strategic Planning
- Surveys – employee opinion, on-boarding, employee engagement, benefits, and exit interviews
- Organizational effectiveness initiatives and alignment evaluations
- Design new hire orientation and performance management processes
- Training at all levels including compliance-based training
- Career Development and Succession Planning

PAT MATHEWS brings more than 30 years of experience in management and consulting for Fortune 100 companies including Occidental Petroleum, Anheuser-Busch Companies, Emerson Electric, and Edward Jones as well as the non-profit and public sectors, and other for-profit organizations in a wide variety of business sectors

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Workplace Solutions Pros



Supporting your organization's bottom line through cost-effective HR consulting focused on [solutions](#) to help improve your business results...

*Helping you work through
the employee relations puzzle.*





Do you know how your employees' performance influences your bottom line?

Are your employees performing to your expectations?

Is it easy for you to find and keep good workers?

Do your supervisors give employees regular feedback?

Are you happy with your performance appraisal process?

ALL THE PIECES OF EMPLOYEE RELATIONS MUST FIT OR THE PUZZLE DOESN'T WORK AND EMPLOYERS WON'T ACHIEVE THE BUSINESS RESULTS THEY SEEK.



With the goal of providing clients with the tools they need to more effectively manage their workforce, Workplace Solutions is your go-to source for increasing your organization's profitability and productivity.

For more visit:
workplacesolutionspros.com

KEY COMPONENTS TO THE HR PUZZLE:

1. Organizational Development

Using surveys, questionnaires, and other process tools, we work with an organization's leadership to develop an organization design that facilitates communications, teamwork and collaboration, and supports employee job satisfaction.

2. HR Operations

Using tools such as our HR audit, we examine an organization's HR strategy, HR staffing, and HR processes and systems (both internal and outsourced) to ensure they are designed to effectively serve the organization, and we monitor and measure all aspects of HR for efficiency and strategic value.

3. Employment

We work with clients to design all of the steps in the organization's employment process, from recruiting to competency assessments to new hire orientation to termination. All aspects of employment must support the organization's strategic goals and objectives, and ensure that the organization consistently fills jobs with employees who are a good fit for the culture.

4. Talent Management

Our performance management, training, career development, and succession planning tools help organizations to continuously improve the quality of their workforce.

5. Reward and Recognition

We assist organizations in the design of effective employee reward processes, including compensation, benefits, paid time off, and recognition programs, that strategically support the recruiting process and reward workplace excellence.

6. Compliance

Our audit tools help our clients maintain high ethical, moral, and legal standards in their HR practices, HR forms, employee handbook, compliance-related training and employee record keeping.

Are you satisfied with the way your supervisors manage employees?

Do all your employees follow your work rules, policies and procedures?

Do you provide all legally required training?

Are you confident that your salaried and hourly jobs are classified correctly? Would they pass a Dept. of Labor audit?

