



Workforce Development

HR Assessment

MANTEC's certified HR Professionals, will review policies, practices, and procedures to determine if they are in compliance with federal and state regulations and meet the current and future needs of the growing company. This is accomplished with a thorough on-site review of the current Human Resources program. MANTEC will spend approximately 6-8 hours with the organization interviewing staff and management in regards to current Human Resource policies, common practices, and procedures. The on-site sessions will be scheduled at your convenience.

A detailed written analysis of the Human Resources program including a best practices summary and Action Plan will be completed and provided as part of the project

deliverables. All findings are reviewed with company leadership and a plan of action is recommended.

Where policies and systems are lacking (or in development), the Assessment will provide an appropriate template for use as a guide. The Assessment findings will be prioritized and ranked from issues that need immediate attention for regulatory compliance and limiting possible liability in legal action to future planning based on industry best practices.

As a result of the Assessment, changes are typically made to the Employee Manual/ Handbook based on legal requirements and manufacturing best practices. MANTEC can assist the client in completing this important document as a follow-on project.

Project Details

Scope/Objectives:

- Analyze HR for compliance with federal and state regulations.
- Best practices benchmarking and identification.
- Alignment with company strategic goals.

Timing: Project requires approximately 40 consulting hours including 6-8 hours on-site.

Cost: Ranging in price from \$2,500 - \$3,500 based on complexity.



To set up your HR Assessment contact your Professional Business Advisor directly or MANTEC at 717-843-5054

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