

HUMAN RESOURCE GAP ANALYSIS

Assessing the strength of your current human resource function:

- Do you want to conduct an audit on the effectiveness of your HR practice?
- Are you addressing areas of non-compliance in the business?
- Do you seek practical advice on how to start or grow your HR function?
- Do you need support understanding labour laws?
- Are you seeking to improve overall business efficiency or culture?

THE PROCESS

- We start with a 30-minute meeting to chat through your current HR processes and procedures, as well as business set-up. This would help us to provide you with a tailored business quote to conduct the analysis.
- You will be sent a 10-minute questionnaire for completion. This allows us to identify your current operating practices or knowledge gaps against your responsibilities as an employer.
- We create a secure folder for content to be reviewed against current employment legislation relevant to your organisation. 'Content for review' includes your standard contracts of employment, staff handbook, and any other supporting documents relevant to an organisations people function.

HECTIC PEOPLE

- After the analysis is complete, you will be issued a RAG (red, amber, green) report highlighting areas that you are compliant, areas of risk and remedial action required.
- A follow up meeting is booked in to discuss the report and clarify required action. Further support can be agreed upon if required.

THE BENEFIT

- The report will show your results in a clear and easy to read format, highlighting areas that your business is doing well, and presenting suggested actions based on legal compliance, operational efficiency, and business risk.

YOUR INVESTMENT

- For just a couple hours of your time to get us kickstarted, we can help present a clear picture of your human resource efficiency and bring together a development plan.

NEXT STEPS

Contact Nicci to book in an initial meeting to see if we are the right company to conduct your gap analysis

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