

HR PARTNER

Managing benefits is just one aspect of an HR department's overall responsibility to attract, retain and motivate an engaged and productive workforce. To help our clients face multiple and often competing demands, Willis HRH created HR Partner, an HR consulting service designed to help you unlock your HR department's full potential.

The HR Partner team stays abreast of HR trends and best practices in all aspects of employment. In addition, we can help you streamline processes and leverage technology to gain efficiencies that allow you to better support your organizational objectives. As a Willis HRH Employee Benefits client, you receive a set number of hours each year with our HR Partner consultants. You can use these hours for projects, general phone or e-mail consultations, facilitation of on-site discussions, or access to our tools and resources.

HR STRATEGY

To contribute to an organization's bottom line, HR must continually evaluate and strengthen its service model to ensure value, meaningful impact and competitive advantage. HR Partner Consultants can work with your organization to better align HR to your company's business objectives and position HR as a strategic business partner through:

- Best practices in HR
- HR transformation
- Service delivery model design
- HR performance reporting and analysis
- Streamlining HR processes
- Importance vs. performance matrix

WORKPLACE PRACTICES

Our consultants can review your existing tools and programs and provide guidance and best-practices advice, while keeping in mind the legal and compliance issues that impact your organization.

- Absence management
- Employment files and records
- Employee surveys
- Job requisition forms
- Employee handbooks
- On-boarding
- HR business plans
- Appraisal forms
- HR audit checklist
- PowerPoint training tools
- Terminations

HR SOLUTIONS

Why reinvent the wheel? We have a number of technology solutions that are accessible through Willis Online, our client portal that helps support your HR initiatives. These solutions include:

- **SEARCH WILLIS** - legal and best practice research
- **SALARY CENTER** - compensation data and salary benchmarking
- **JOB DESCRIPTION MANAGER** - sample job descriptions for 2400 positions
- **NEWSLETTER WIZARD** - adaptable content for employee newsletters

TOTAL REWARDS

Top talent will drive your business success. Today's best companies engage employees through a mixture of compensation, benefits, work-life initiatives and career development and training. Our HR Partner consultants can work with you to round out your employee value proposition. We can help you design an optimal mix of programs to support your organizational objectives.

TRAINING AND DEVELOPMENT

HR Partner has a number of options to assist with training needs. These include on-demand, web-based training; face-to-face training by an HR Partner consultant; access

to training tools and resources so that you can deliver training directly to your workforce; and train-the-trainer programs. Topics include:

- Sexual harassment
- Harassment
- Interviewing
- Performance management
- Family and Medical Leave Act (FMLA)
- Employment Law 101

PERFORMANCE MANAGEMENT

Is your performance management process effective in creating a clear line of sight to organizational goals? HR Partner can help streamline the process and suggest technology solutions that will allow your organization to create a meaningful performance management process that links individual goals to organizational success.

HR AUDITS

Are your employment practices exposing you to risk? Are they out of step with the latest best practices? If you are not sure and would like a more comprehensive review of your HR practices, an HR audit can provide you with a foundation for change. We start with a pre-audit questionnaire so we can tailor the audit to your needs. During the audit, we review your employee handbook, HR policies and HR procedures. We also meet with your HR team on-site to discuss compliance and best practices. The end result is a comprehensive report, which includes an executive summary rating each key functional area, redlined documents reviewed by our HR Consultants and model documents that support best practices.

CONTACT

Please contact your Willis HRH Client Advocate to learn more about how Willis HRH partners with HR to manage human capital costs – one employee at a time.