

DRAW

HR Services

DRAW Recruitment

Many of our clients are small and medium sized businesses who do not have the time, or available resources to effectively take care of their HR needs. We are often asked for help with contractual and legal matters, relating to employment. Our HR Services have been launched in response to client demand, to complement all other services we offer.

We have designed our services to be flexible, tailored to fit your business needs and cost-effective. This could be on a short-term basis, by project or simply to fulfil your ad-hoc requirements throughout the year.

The types of services required for HR issues/problems could be:

- Acquiring your first employee and needing a contract/staff handbook
- You may need a refresher on how to manage an employee within the workspace with:
 - Sickness absence
 - Statutory leave
 - Pension requirements
 - Disciplinary procedures

We take a practical approach and can provide whatever level of support you require. This may include discussing options and strategies in any situation, outlining appropriate procedures, drafting documentation and correspondence; or even attending meetings with employees to help manage to help manage difficult or sensitive issues.

Support can be provided via telephone, email or in person.

To achieve this protection and flexibility you need to start with making sure you have the right HR documentation (including contracts and an HR handbook) in place – this will reduce problems and allow them to be dealt with quickly and amicably.

We offer the following services at an affordable fixed fee to get you started:

- Contract, Staff Handbook, employment overview package (includes 2-hour employer overview)
- Refresher HR package (review contract, staff handbook and policies to ensure they are up to date and GDPR compliant)

For a larger organisation, you may want a more proactive service where we can help with job descriptions, performance measurement and helping to design and implement an appraisal scheme.

In addition to these services, we can assist on an hourly/daily rate basis to support you with your HR requirements.