

# HR Start-Up

## Building Your HR Department



Are your company's HR tasks assigned to different managers and across departments?  
Or are you a business owner that handles HR yourself? Are you sure you are operating in compliance with local, state, and federal laws?

**Archbright can help.**

As a company grows, the ad-hoc way of doing HR no longer works. Not only do federal laws start to kick in, but the day-to-day HR tasks of hiring, firing, policies, leaves, and benefits become more time-consuming and complex.

**It's time for an HR department.**

Our HR-Start-Up program assesses your company's needs and provides a detailed roadmap to create an effective HR department designed to support your organization. You can take it from there or partner with us to complete your implementation.

# Introducing the HR Start-Up Program

With the **HR-Start Up** program, your Archbright consultant takes you through a 3-step process and designs an integrated plan to build the HR department your organization needs to ensure compliance and drive employee engagement.

- 1** First, Archbright performs an **HR Mechanics Assessment**. Our consultant meets with you onsite to learn more about your business and reviews your existing files, policies, and practices. We focus on **compliance** and the other HR Mechanics needed for an effective HR department.
- 2** Next, we help you fill your HR role with the right talent in one of two ways:
  - If you have someone already handling specific HR tasks, or someone you are considering moving in to the role, we perform an **HR Talent Assessment**. This two-part process provides you with information on the person's suitability and their overall HR knowledge.
  - If you don't have an internal candidate, we will help you with Recruitment. For 60 days, we will post the position, screen candidates, and provide you with a list of finalists to interview.
- 3** Based on the HR Mechanics and HR Talent Assessments, we create a **Readiness Scorecard** to provide insight on the relative ease, or difficulty, of starting your HR department. This includes a **Start-Up Roadmap** and timeframe for ramping up your HR department. We make recommendations on priorities, but you own the plan and set the timing and pace.



**Let's get started with HR Start-Up!**

To find out more, call us (206.329.1120 or 509.381.1635) or email [info@archbright.com](mailto:info@archbright.com).