

# HR ADVISORY SERVICES

Having an advisor who can provide sound judgment and experienced advice can make all the difference in the world.



Who do you turn to when you need assistance with your personnel processes, large-scale HR projects, and compliance support? Having a **trusted advisor** who can assist you through each phase of the employee life cycle from **recruiting, onboarding and orientation programs to compensation and benefit strategies, to offboarding transitions** can bring you **peace of mind** and help ensure that you have the right processes and systems in place to foster a positive employer-employee relationship. Whether you need someone to guide you through every step of the employee life cycle or simply need support in tackling a project so that you can keep your focus on your day-to-day operations, **BMSS HR Advisory Services can provide custom-tailored solutions for your specific needs and goals.**

Our HR Advisory Services team is well-versed in both compliance and employment strategies and has experience supporting clients across a variety of industries, including government contracting, nonprofit, professional services, retail, healthcare, manufacturing, and more. With Employment Laws continuously evolving at both the federal and state levels, it is more important than ever to **ensure that you have the right team on your side.**

# How We Serve **Clients Like You**

- Providing **consultation and support** on all stages of the employee life cycle
- **Assessing** the current state of personnel files, posters/notices, policies, and processes and providing recommendations for improvement
- Conducting analyses on personnel components, such as compensation, benefits, or employee satisfaction; to ensure your people strategy is **designed for success**
- Creating needed handbooks, policies, and procedures to develop the framework of success that **meets all your compliance needs**
- **Developing training** based on your company's needs, whether it is for employees, new supervisors, or even new HR staff

- GOVERNMENT CONTRACTING HR COMPLIANCE**
  - Compliance Audits
  - Compensation Analysis
  - Benefit Analysis
  - Employee Handbook
  - AAP Support
  - Wage Determination Support
  - H&W/Fringe Benefit Support
  - HR Reporting
  - Training Development/Delivery
  - OFCCP Audit-Ready Process and Procedure Support
- HR COMPLIANCE**
  - HR Audits
  - Policy Design and Implementation
  - HR Reporting
  - Training Development/Delivery
  - Workplace Investigations
  - Ad Hoc Consultation
- COMPANY CULTURE/EMPLOYEE SATISFACTION**
  - People Strategy-Focused Survey and Analysis
  - Strategy Development
  - Orientation Development/Delivery
  - Compensation Market Analysis/Benchmarking
  - Benefit Market Analysis/Benchmarking
- HR TOOLS AND RESOURCES**
  - Employee Handbooks
  - Form Templates
  - Assistance with Identifying the Best HR Software System for Your Needs
  - Training Development/Delivery (Supervisor Training, HR Compliance/Procedures Training, Performance Management, Documentation, Conflict Management)
  - Job Descriptions
  - Job Design/Analysis
  - Compensation Benchmarking

## Expertise

Our HR Advisory team is certified through the Society of Human Resource Management; experienced at all stages of the employee life cycle in a variety of different industries; and dedicated to continued education and staying on top of the latest HR trends. Whether you need help ensuring you have the right processes in place to be audit-ready or need assistance in developing winning strategies to support, develop, and retain your people; our HR Advisory team is here to provide you with the right solution tailored to your specific needs.

**Service Relationships**

Society of Human Resource Management  
North Alabama Society of Human Resource Management

**THOUGHT LEADERSHIP:**

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