



HR EZ4U – VIRTUAL HR MANAGER

“Human Resources isn’t a thing we do, it’s the thing that runs our business” Steve Wynn

As a business owner/small to medium sized business you probably did not start as an HR expert, your expertise lies in increasing profits, developing products, and taking care of customers, not resolving employee workplace concerns and ensuring HR Compliance and Best Practice.

HR EZ4U have developed a concise HR product aimed at making HR easy for you and is there to support small/-medium sized business. HR EZ4U is supporting businesses that require the skills of an HR Manager at a fraction of the cost; we have qualified Human Resource professionals that can provide your organisation with HR Assistance at every stage of the above Employee Life Cycle.

In providing the above service we can be seen as an extension of your business providing a HR Service/ Strategy to match.



HR SOLUTIONS
www.hrez4u.co.za

ENGAGEMENT

- Job Descriptions through job analysis
- Act as a link to Lynx group recruitment agencies
- Attend Interviews
- Employment Contracts



INDUCTION & TRAINING

- Review Induction process and content provides recommendations for improvement
- Employee files review and compliance
- Assess Training Needs
- Coordinate agreed training needs



DAY TO DAY EMPLOYEE MANAGEMENT

- Legislative Compliance
 - Employment Equity Process
 - Workplace Skills Plan submission to Seta
- HR policies and Procedures including relevant documentation and forms.
- Promptly deal with general day to day HR Queries
- Produce HR Metrics - Absence rate, employee turnover rate or other Metrics that would be useful for management
- Administering Probationary reviews
- Preparing Increase and promotion letters



PERFORMANCE MANAGEMENT AND DISCIPLINE

- Implementing effective performance management system i.e. appraisals
- Dealing with poor/under performance
- Dealing with Incapacity i.e. ill health
- Counselling employees in relation to performance
- Conflict Management
- Assisting with CCMA preparation.



JOB EVALUATION AND REMUNERATION

- Conducting Patterson Job Evaluation and job grading
- Provide advice on equal pay for work of equal value
- Dealing with internal and external pay equities (Market related data is an additional cost)



TERMINATION

- Managing retrenchment process
- Issuing Certificate of Service
- Exit Interviews

