

# KNOW WHAT YOU NEED TO STAY SAFE

**Where is your business exposed? What if an employee files a complaint? What if you're sued?** Ever-changing regulations, high unemployment, a deepening recession: Today's economic environment makes the every-day dangers of doing business that much greater. Employees filing claims with the EEOC, DFEH, Department of Industrial Relations, and Department of Labor have employers either pinned or in jeopardy of being pinned.

**Where are you vulnerable? What's the worst that can happen? How can you avoid it?** An HRI Needs Assessment answers all those questions and more. We know what you don't. We can see what you can't. We can provide a clear picture of your potential liabilities and the resulting hardships, empowering you to minimize and mitigate potential fines and damages. An **HRI Needs Assessment** can help you ward off disaster before it's too late.

**HRI Needs Assessments are performed in three distinct areas:**

HUMAN RESOURCES	SAFETY	HIRING PROCESS
Employee Handbook	Workers' Comp Mod Rate	Job Descriptions
Poster Compliance	Accident Review	Competitive Benefits
Employee Orientation	Safety Posters	Salary Evaluations
Employee Files	OSHA 300 Log	Job Postings / Online Ads
Payroll Files	Illness & Injury Prevention Program	Resume Management
Exempt v. Non-Exempt	Chemical Hazard Communication Program	Resume Screening
Rest / Meal Periods	MSDS Sheets / Training	Applicant Screening
Overtime Review	Emergency Action Plan	Interview Questions
Time Sheets	Ergonomics Review / Plan	Applicant Selection
Performance Reviews	Respiratory Protection Program	Skill Assessment Testing
Counseling & Terminations	Blood borne Pathogens	Reference Checks
Termination Processing	Hazardous Materials Business Plan	Background Checks
Benefits Compliance		Drug Testing
Reporting Compliance		Offer Letter / Employment Agreement

HRI professionals will work with you on identifying your risks based on your industry, size and location(s). We'll ask the right questions, request documentation, review current processes, and prepare a detailed report of our findings and recommendations. We will then determine the best course of action for your company. When we're done, you'll know your risks, which are the most likely to affect you based on current trends, and you'll know how to "fix" them before it's too late. The guidance and tools we provide actually do much of the work for you, and at a fraction of the cost of a Labor Attorney or lawsuit.

**Using the order form below, purchase one or more HRI Needs Assessments. Each Assessment is \$599.00.**

**Purchase more than one and receive \$50 dollars off of your order. Complete and fax to 925.359.1470.**

I would like to purchase:  Human Resources Needs Assessment  Safety Needs Assessment  Hiring Process Needs Assessment  All Three

Company Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Your Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**Make Payment By Credit Card:**  Visa  MasterCard

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Cardholder's Name (as it appears on card): \_\_\_\_\_

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STREET CITY STATE ZIP CODE

I authorize HRI to charge my account: \_\_\_\_\_

SIGNATURE OF AUTHORIZED CARDHOLDER DATE

