

# SIMPLY HR

HR made accessible



## HR focus area

- 1- Writing HR material
- 2- HR support on specific topics
- 3- Structuring HR department & HR skills of your company
- 4- HR transition management & support for change



## Prices

1 hour to 4 hours \_\_\_\_\_: 50 € / hour

1 day to 10 days per month \_\_: 315 € / day

11 days to 15 days per month \_: 280 € / day

16 days to 20 days per month: 245 € / day

Specific HR problem \_\_\_\_\_: Price on request

Ad-hoc assignment. For example :  
writing letters, or employment  
contracts, legal research, ...

All Prices are without VAT.



## How it works ?

A first free phone-call or video-call allows us to identify and collect needs : HR inventory, identification of actions to take, set goals, define working method and communication. Then, Simply HR sends one quotation according to the job to be done.

## HR focus area

More details

### 1- Writing HR material

- Recruitment & employee's taking up of the position : job description & job offer, starting letter, employment contract, internal memo, welcome book ...
- Letter about daily working employee's life : invitation of interview, information's letter, answer to the employee's request (absence, day off ...), yearly working interview, follow up probation period, paid vacation rules, ...
- Disciplinary procedure letters : invitation to interview, disciplinary letters, warning letters, ...
- End of working contract letters : answer of resignation's letter, of letters concerning the termination by mutual consent of employment contracts

### 2- HR support on specific issues :

- Support to implement/update HR documentation : internal memo, mandatory posting, internal rules, documents relating to health, hygiene and safety at work, review of employment contracts, etc.
- Support in dealing with daily HR problems : identify difficulties, provide information on applicable rules, define an action plan according to the company context and employment contract, propose appropriate HR tools, etc.

For example: resignation process, termination by mutual consent of employment contracts process, illness or work accident of an employee, recruitment of an employee (offering an attractive job description and salary), integrating an employee into the workforce, organizing and planning CSE meetings over the year, etc.

## HR focus area

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### 3- Structuring HR department

- Defining the role of HR function in the company, identify and measure the company's HR function : skills already present, and those to be recruited and/or outsourced.
- Set up tools and manage HR process

For example : recruitment process, welcome employee process, exit employee process, organize employee's meeting/interview over the year, understand skills management and development (employee training), etc.

- Set up one action plan to manage skills and talents : support skills development management plan, establish a skills plan, realise yearly meeting/interview form, research training suppliers, ...
- Labour law monitoring on specific topics : what rule apply to my company ? What laws apply to a particular case ?

### 4- Define & set up HR function, audit & diagnostic, create an action plan

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For example : Identify HR difficulties (lack of time, lack of skills, disinterest of HR topics, prioritize topics, etc.), define a diagnostic, make one plan of actions, increase HR policies and process, research suppliers if needed, monitor actions and assess results.