



Human Resource Management Systems for Your Business

Vital Business Solutions

About Vital Business Solutions

- A team of professionals with a minimum of 7 years industry experience per team member
- Established in 1999
- Clients are 85% small businesses
- Known for our ability to communicate to customers from a non-technical perspective
- National company services clients across the country from Wisconsin to Texas
- Partners with several small businesses throughout the Washington Metropolitan Area to provide unlimited services to our clients.

Why Hire Vital Business Solutions?

- Extensive experience working with small to moderate sized businesses
- Dedicated consultants with expertise in:
 - employment practices
 - organizational design
 - employee benefits
 - general human resources.
- High customer satisfaction rating
- Affordable
- Embrace the concept of continuous learning

What our Clients are Saying

*“As a new owner of a small information management consulting business, learning the intricacies of human resource requirements has been challenging. Fortunately, I had the opportunity of meeting with another small business owner, Ms. Henrietta Smith of Vital Business Solutions. Wanting to support other small businesses, I asked Henrietta if she would support our Employee Manual requirements. **Within a week I was provided with a working draft formatted using the “branding” style for our company.**”*

What our Clients are Saying

*“Henrietta’s company provided quick, thorough, and affordable solutions to our immediate needs. Their administrative procedures were light, easy and professional. With my busy schedule it was difficult for me to always be on top of our manual requirements. But **with the support of Vital Business Solutions, The Chief Information Group is a proud customer with a proud Employee Manual.** Vital Business Solutions continues to provide us with employee manual updates, thus giving me peace of mind with state requirements.”*

What is Human Resource Management?

- The process to **acquire**, **maintain**, and **develop** people within your organization
- Start by getting people to work with you
- Keep the people
- Develop the people to their full capacity



Core Phases of HR Management

- **HR Planning** – identifying future people needs
- **Job Analysis** – creating and understanding the jobs the people will fill
- **Recruiting** – attracting the right people
- **Selection** – hiring the most qualified
- **Orientation** – acquainting people to the organization
- **Employee Relations** – communication
- **Compensation** – rewarding staff
- **Benefits** – employee well being
- **Training & Development** – teaching new skills
- **Performance Appraisals** – assessing staff



Why Should You Care About HR?

5 reasons you should care about HR:



1. It helps you **manage your team better**
2. It helps you to **comply with labor laws**
3. It helps you to **treat your team fairly**
4. It helps you to **find and keep the right people**
5. It allows you to **manage the cost of employment**

Why Should I Conduct Evaluations and Provide Training To My Staff?

- To keep qualified staff
- To let employees know their strengths and weaknesses
- To improve employee skills
- To show employees that you care about their growth
- To save money
- To build your organization

What our Clients are Saying

“I strongly recommend Vital Business Solutions to any size company who seeks a knowledgeable team that provides a quality product.”

*Michael Whitecar
President & CEO*

The Chief Information Group, Inc.

What our Clients are Saying

Ney Silverman Insurance Associates struggled for years attempting to bring our employee manual up to date.

*Turning the task over to **Henrietta Smith at Vital Business Solutions** was the **answer!** Henrietta completely reworked the manual expertly, thoroughly, on time, and at a reasonable cost. We wish we had found VBS much sooner!*

*Mike Ney & Bob Silverman
Principals*

Ney Silverman Insurance Associates, LLC

Our Services

General Human Resource Management:

- Employee Manual
- Policies & Procedures Manual
- Human Resource Forms
- Organizational Chart
 - Line
 - Functional
 - Staff
 - Lateral

Our Services *Cont'd*

Performance Management:

Performance Evaluation System

- Measures whether an organization's goals are being consistently met in an effective and efficient manner
- Recognizes outstanding performance
- Improves employee performance and productivity
- Maintains or improves employee job performance through the use of performance assessment tools, coaching and counseling
- Provides continuous feedback

Our Services *Cont'd*

Regulatory Compliance:

Labor Compliances

- Protects the rights of employees
- Promotes job safety
- Eliminates discrimination
- Provides management with on-site and direct response guidance

Our Services *Cont'd*

We check for compliance in the following areas:

- | | |
|--|--|
| <ul style="list-style-type: none">• Age Discrimination in Employment Act• Affirmative Action (AA)• Americans with Disabilities Act (ADA)• COBRA• Equal Employment Opportunity (EEO)• Consumer Credit Protection Act• Employee Polygraph Protection Act• Equal Pay Act | <ul style="list-style-type: none">• Fair Labor Standards Act (FLSA)• Family and Medical Leave Act (FMLA)• Immigration Reform and Control Act (I-9)• Occupational Safety and Health Act (OSHA)• Sexual Harassment• Title VII• Government Contract Compliances (EEO-1 and Vet-100) |
|--|--|

Our Services *Cont'd*

Recruiting and Selection:

Recruitment Process - 5 major areas:

1. Strategy
2. Sourcing
3. Screening
4. Selection
5. Start

Our Services *Cont'd*

Recruiting and Selection (*Cont'd*):

Recruitment Process - Strategy

- Workforce planning
- Job design
- Competency mapping
- Behavioral interview design

Our Services *Cont'd*

Recruiting and Selection: **Recruitment Process - Sourcing**

- Web postings
- Print advertising
- Direct sourcing
- Web sourcing
- Internal mobility programs
- Employee referrals
- Corporate career website management
- Direct mail
- Job fairs

Our Services *Cont'd*

Recruiting and Selection:

Recruitment Process - Screening

- Automated pre-screening
- Resume review
- Phone interviews
- Pre-employment assessments
- Background checking
- Drug testing
- Reference checking

Our Services *Cont'd*

Recruiting and Selection:

Recruitment Process - Selection

- Interview feedback
- Interview coaching

Our Services *Cont'd*

Recruiting and Selection:

Recruitment Process - Start

- Offer letters
- New hire orientation
- Payroll setup
- Labor compliance
- Employee retention programs

Our Services *Cont'd*

Recruiting and Selection:

Job Analysis

- Determines activities and responsibilities of jobs
- Determines relative importance and relationship with other jobs
- Determines personal qualifications and work conditions

Our Services *Cont'd*

Recruiting and Selection: **Job Analysis**

Information is collected about:

- Job context
- Job content
- Job specifications
- Performance criteria

The end result of a job analysis is an accurate job description.

Our Services *Cont'd*

Training and

Organizational Development:

- Career Ladders
- Goal Setting
- Organizational Restructuring
- Project Management
- Training
- Strategic Planning

Our Services *Cont'd*

Training Services VBS Provides:

- Basics of Human Resource Management
- Customer Service
- New Supervisor
- Office Administration
- Diversity
- Technology
- Management Development
- Custom Client Specific Sessions

Our Services *Cont'd*

Surveys, Audits, and Assessments:

- Human Resource Audit
- Organizational Climate Survey
- Needs Assessment
- Employee Opinion Survey
- Salary Survey
- Regulatory Compliance Audit

Our Services *Cont'd*

Non-profit Services:

- Program Development
- Development Plan
- Organizational Assessment
 1. Programming
 2. Resource Development
 3. Human Resources
 4. Facility Management
 5. Board Development
 6. Strategic Development

Our Services *Cont'd*

Human Resource Information Systems:

- Absenteeism
- Attendance
- Disability records
- Employment equity data
- Human resource plans
- Job evaluation data
- Payroll
- Performance records
- Turnover data
- Applicant database
- Benefits utilization
- Employee histories
- Health and safety reports and data
- Job descriptions and specifications
- Job postings
- Pension plan information
- Skills inventories

Our Services *Cont'd*

Benefits of an HRIS:

- Convenient navigation tools for quick access to various parts of the system
- Ability to track employee compensation, history, job information, injuries, and performance reviews
- Time-saving administration of benefits plans
- Ability to monitor and process recruiting, payroll and training activities
- Automated production of cost analyses and summaries of productivity
- Up-to-date government reporting for:
 - employment equity
 - workers' compensation
 - variety of other standard reports

Our Services *Cont'd*

Additional Services:

- Insurance Assessment
- Benefits Analysis
- Safety Plan
- Record Retention
- Emergency Plan
- Compensation Analysis
- Affirmative Action Compliances
- Executive Management and Coaching

What our Clients are Saying

“Two years ago, I took on the task of conducting our salary survey. I vowed to never do it again! VBS has allowed me the freedom to tend to other matters while they handled the salary survey this year. The survey was very thorough. The consultant was tenacious.”

Karen Allen, VP of Human Resource Management
National Parks Conservation Association

Why You Should Choose VBS

- Access consultants who are subject-matter experts.
- Invest more time in a strategic agenda that aligns with core business needs.
- Reduce compliance costs and liability risks.
- Get “Just-In-Time HR” and pay-as-you-go flexibility.
- Save money by avoiding HR personnel fixed costs.

What our Clients are Saying

*“Vital Business Solutions has provided a high level of quality for the work performed for our company. **Our staff has grown to understand VBS’ standard of excellence to demonstrate accountability and produce outcomes that far exceeds the normal.** VBS has provided oversight management, staff development training and project design services. I highly recommend this company to others in need of improving their organization.”*

Curtis Watkins, President & Founder
East Capital Center for Change

Vital Business Solutions, Inc.

Vital Business Solutions, Inc. is a woman owned small business that was established as a District of Columbia corporation in April of 2000. We examine human resource management practices; taking into account the size, complexity of a company, and the standards in order to assess current HR functionality. **Our goal is to provide each business owner and manager with the tools needed to manage their company or department.** We strive for the best response time possible needed by our customers. We believe our personal approach puts our customers needs first. We have a valued reputation with our customers. Our reputation is extremely important to us. Integrity, honesty, and hard work – these are the values Vital Business Solutions, Inc. was founded on.... and they remain in place today. We hope we can be of service to your company as well.

HR Outsourcing



According to an article in Society for Human Resources Management Magazine:

“HR outsourcing is growing at a rate of 32 percent a year.... Many CFOs, often the driving force behind HR outsourcing, say they expect to save around 17 percent by outsourcing HR functions and tasks.”

Contact VBS



VBS

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