

# 'HR SELECT'

Hiring and managing employees made easier.....



Does your organization struggle to recruit new employees?  
Are ongoing employee performance issues eroding morale and service quality?  
Are you getting the most from your valuable employees?

We can help with **HR Select**. **HR SELECT** provides help from human resources professionals with years of local government experience. **HR SELECT** is almost like having your own HR professional on staff. It is quick, friendly, and cost-effective.

\*For routine HR questions, email our **HR Select** Help Desk at [hrselect@daviddrown.com](mailto:hrselect@daviddrown.com) and we will respond within one business day. And best of all—no charge to just answer questions!

\*For more complicated problems, we provide training and proven service packages that achieve results.

\*And to recruit new employees, **HR Select** offers two hiring options to meet your needs and your budget.

## Standard Human Resource Management Services

### Performance Management

We will train managers to accurately assess employee performance and solve performance issues

### Employee Engagement and Satisfaction

Research has consistently indicated an engaged employee is a more productive employee. We can assess engagement and chart the course for organizational change that improves productivity.

### Organizational Structure Analysis

Let us help you determine the most cost effective way to deliver quality services to your citizens

### Misconduct Investigation

We provide independent third-party investigations in difficult situations

## Recruitment

**Gold** Our Gold Recruitment service package helps you find and hire the right employee at a price you can afford: Priced at \$4,500 complete, we support you in these critical areas:

- Verify your job description is accurate and meets legal requirements
- Write an effective advertisement and distribute it where it will GET NOTICED.
- Accept applications and handle all initial screening. You get a ranked list showing you the best candidates to interview for the job.
- Provide you with specific interview questions to make your interviews more effective.
- Do a complete background and reference check on your best candidate before you make an offer
- Maintain the required legal document record so you don't have to

**Platinum** Our Platinum Recruitment package delivers a full service executive search suitable for Administrator or Department Head positions. Priced at \$14,000, platinum service teams you with HR professionals to work directly with you at your place of business helping with all aspects of recruitment, evaluation and selection.

- We lead Individual and group meetings with the Council to develop position priorities and expectations
- We design a professional position profile which highlights both the job and your community
- We facilitate initial and follow up interviews
- We check the background and references of all finalists selected for interviews by the Council
- We provide a personality inventory of all finalists

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*HR Select services are delivered through David Drown Associates, Inc.*

