

Organizational Architecture

SMALL AND MID-SIZE BUSINESS SERVICES

TOPIC: Human Resources Toolkit

Organizational Architecture gives you the basic tools to manage your human resources function effectively, without the cost of adding staff or buying expensive programs. Our **Human Resources Toolkit** is perfect for small and mid-size business and includes these critical tools:

Employee handbook

Job questionnaire

Performance review form

Performance improvement plan

Position description template

Job posting template

Corrective action form

Benefits communication

FIVE hours of consulting



Organizational Design
Human Resources Consulting

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