



Human Resources services.

Have on-demand access to human resources advice, including support around recruitment, remuneration and performance management.

PolsonHiggs
Business advisors

Better
business
together.

Expert human resources advice and support when you need it.

Our experienced advisors will provide expert advice and guidance on a diverse range of services to help your business become more successful through its people.

We work closely with each client to determine the best way to support its human resources objectives. We pride ourselves on being able to tailor our approach to suit your needs and can provide both ongoing consulting and project-based services.

- **General HR Advice and Support**

From attracting someone to come and work for you, to ensuring they transition from your business upskilled and positive, we assist our clients on a broad range of general HR matters. These include HR processes and procedures, HR audit, change management and disciplinary matters.

- **Strategic Human Resource Advice**

An organisations employees are central to its success; ensuring your employees are engaged and motivated, to perform to their best is essential. Focussing and aligning your human resources policies, procedures and practices, gives the maximum potential to achieve your business goals and strategic direction.

- **Recruitment**

Finding the right person for the job and fit for your organisation sets the foundations for an ongoing, positive employment relationship.

Our approach to recruitment is flexible in that we seek to work with the organisation rather than take a directive approach. In this manner, we differentiate our approach to a degree from that of other recruitment providers. Think of us as your “off-site” HR team.

We offer comprehensive knowledge of recruitment processes from attraction to appointment with experience in recruiting a range of roles from administrators to CEOs. We can streamline or manage your recruitment, reducing your level of hands-on involvement so you can focus on your business.

PolsonHiggs

Business advisors

139 Moray Place, Dunedin 9016
PO Box 5346, Dunedin 9058
Phone 03 477 9923

ph.co.nz

- **Remuneration**

It's not just the love of the job that keeps employees turning up to work each day... remuneration is a key component of employees' motivation to work. Therefore ensuring you are remunerating at the right level for the job, your location and the person is important.

We provide advice and guidance on the remuneration in conjunction with approved providers.

- **Performance Management**

One of your most valuable assets in your business is your people therefore managing and retaining them is hugely important. An effective performance management process is vital to achieving this.

Remember if they are performing well this will be reflected on your business.

We can give advice and tools for you to ensure you have a good understanding and record of your employees' performance. We can also provide performance appraisals and reports that are tailored to individual employees' role requirements and objectives or an online solution through Trakstar.

- **Trakstar**

Trakstar is a smart, cloud-based solution. It manages the appraisal workflow between managers and employees in an efficient way for the Performance Development Plan process.

In addition to the performance appraisals we can develop 360° feedback or performance plans for teams. When performance is not ideal we can support and guide you through the Performance Improvement Plan (PIP) process or if dealing with a performance related discipline process.

- **Legal Requirements**

As an employer you are responsible to ensure you are compliant and keep up to date on HR matters. These are not always easy or at the forefront of your mind. We can assist in developing or reviewing current Individual Employment Agreements and policies with all legal requirements included with the needs of your business in mind.

- **Culture Surveys**

We can help provide those valuable insights into your work force, identifying key trends and analysis to assist you to get the best out of your team.