



Suite 450, One Bentall Centre, 505 Burrard Street, P.O. Box 59, Vancouver, BC V7X 1M3
tel 604-633-9787 fax 604-633-9796 www go2hr.ca

HR Tool Kit

Human resources specialists and tourism operators teamed up to deliver *emerit's* newly updated **Performance First® HR Tool Kit CD**,

A quick reference CD for those responsible for HR duties within an organization.

Cost: \$55.00 plus GST

Highlights of Topics

A Step by Step "How to" CD for:

1. HR Planning

- Job Description , Compensation Package , Inclusive Workplace, Employee File Management

2. Staffing and Orientation

- Recruitment considerations
- Hiring
- Employee Orientation

3. Training and Professional Development

- Training and diversity, Coaching Mentoring

4. Performance Management

- Managing performance, Recognition Conflict management , Disciplinary measures

5. Retention

- Employee Retention, wellness Turnover rate – calculation tool

6. Termination and Separation

- Employee Termination and Separation, Exit interviews and Surveys

7. Occupational Health and Safety

- Health and Safety

8. Templates and Tools

- Alternative Labour Sources

The HR Tool Kit CD is Ideal For:

- Owner/Operators, GM's and Human Resource Managers who need extra resources
- Small or growing tourism or hospitality businesses
- Organizations without a full time HR department

Some of the tools:

Files, forms and templates:

- HR Planning Template
- Job Description Elements
- Sample Job Description
- Developing a Compensation Policy
- Decision to Terminate Checklist
- Common Employee Questions
- Sample Termination Letters
- Pay Equity
- Benefits
- Finding the Right People
- Legal Considerations
- The Disciplinary Action Process
- Sample Disciplinary Measures
- Disciplinary Meeting Checklist
- Employee Ebb and Flow
- Point System Matrix
- Salary Scale Template

"The fact that we would have access to resources concerning hiring legislation and procedures at our fingertips is both an efficient and time saving tool. We currently have a lot of the procedures in place, but you provide a way to streamline processes."

**Kate Dodd and Rozanne Anderson,
Mount Washington Ski Resort Ltd**

To order the CD and other *emerit* products please contact:

Tania Loken

go2 The resource for people in tourism.

email tloken@go2hr.ca
tel 604 633 9787 (ext 229)