



HR Portal

Central source of HR information online

An HR Portal is an internal HR homepage where employees can go to access HR-related information. This central source offers an efficient and cost-effective way for HR departments to disseminate information whether it's company policies, training topics, employee assistance programs, or activities and events.

How will your company and HR department benefit from having an HR Portal?

Features	Benefits
Allows for interactive exchange of information with employees 24 hours a day, with minimal effort by the HR staff	Improves efficiency and productivity in the organization
Researched, designed, and implemented by HR practitioners	Practical, ready-to-use by your HR department
Information is located in one place, on-line, and managed by HR	Reduces paperwork and helps to optimize organizational efficiency of HR
Modular and flexible	You can make adjustments anytime to accommodate growth and organizational changes
Content is generated from just one source: your HR department	Allows your HR department to control the accuracy and timeliness of information being communicated to employees.

If you need access to a **library of HR documents**, we can provide the following items which you can modify to fit your organization's needs:

- Sample Employee Handbook
- Sample Safety manual
- Sample Compensation manual
- Manager's toolkit
- Model benefits summary
- 40 processes and forms
- 20 commonly needed HR policies
- Links to useful internet sites

With the ready-to-use documents, templates, and our experience helping organizations establish their HR Portals, yours can also be up and running in no time at all. No expensive hardware is needed, and your precious IT/IS resources are utilized minimally.