

# HR OUTSOURCING AND START-UPS

*“Carolyn’s depth of expertise in HR practices and in employment law is truly superb. An employer can feel confident that she will identify and solve problems before they cost time and money. I am sure that any employer using Carolyn’s HR skills will be rewarded with a better, more productive workforce.”*

— John E. Davidson, Esq.  
Attorney at Law

## Outsourcing HR Services makes strategic sense in today’s economy

**W**hy devote precious resources to a non-revenue generating area of your company when you can find a higher level of service at a lower cost by partnering with HR Diversified Solutions (HRDS). To become totally self-sufficient in all areas of human resources today takes substantial time, energy, and experience. Outsourcing selected human resource functions allows organizations to secure “on-demand” expertise at a lower cost, which would be hard to duplicate with paid staff. This provides you with specific expertise where and when it’s needed.

We eliminate your HR headaches allowing you to concentrate on running your business. Services are customized to each client’s specific needs no matter how large or small the organization. HRDS can function as your “in-house” HR department, becoming a cost effective extension of the management team. Or by outsourcing selecting projects, your existing HR staff is allowed to focus on other in-house priorities.

### HR AUDITS

Let HRDS evaluate your HR practices and make recommendations on how we can enhance your HR services and reduce your costs.

### HRDS MENU OF SERVICES INCLUDE:

#### Compensation Systems Design and Review

- Job description analysis and design
- Job evaluation review
- Base salary and incentive plan design, communication and implementation
- Salary range structure development
- Internal pay diagnostics

#### Performance Management

- Performance appraisal/evaluation development
- Performance Management Systems design, communication, training, and implementation
- Launch a new or revise an existing performance management process
- Strategies for employee development and retention

#### Employee Communication Materials

- Employee handbooks
- Human Resource policies and procedures
- Employee communications materials

#### HR Department Start-Up, Audit and Staff Organization

- HR department and record keeping audit
- Organizational development
- HR strategic planning

#### Myers-Briggs and Team Building

- Staff development including use of Myers-Briggs Type Indicator (MBTI)
- Administer MBTI materials



**HR Diversified Solutions LLC**  
Local Presence, Global Knowledge

T: (434) 975-5415  
F: (434) 978-7302  
E: [Info@HRDiversifiedSolutions.com](mailto:Info@HRDiversifiedSolutions.com)

1920 North Pantops Drive  
Charlottesville, VA 22911  
[www.HRDiversifiedSolutions.com](http://www.HRDiversifiedSolutions.com)