

PROACTIVE HR CASE STUDY

Growing restaurant and caterer improves hiring process and safety plan with ProActive HR Consulting Services.



AT A GLANCE

Challenges

- Attracting Qualified Candidates for Hire
- COVID-19 Policies & Safety
- Creating and Implementing Standard HR Policies

Solutions Provided

- Sample Job Descriptions Created and Revised
- Developed COVID-19 Information Policies and COVID-19 Pandemic Protocols
- Custom PTO Policy created, as well as PTO Request Form

OBJECTIVES

A sushi restaurant and caterer operating in Oahu with 8 employees needed HR assistance and guidance as their company expanded with a new retail space. The company was concerned with attracting and hiring new qualified employees, managing COVID-19 mandates and employee safety, as well as creating and implementing standard HR policies, two positions left.

SOLUTIONS PROVIDED

Compliance

State Labor and Federal Labor Division of Regulations, Labor Law Process, OSHA Inspection Guide

Recruiting & Hiring

Various Job Analyses, Custom Job Descriptions, Multiple Job Postings, Hiring and Interview Guide & more

Managing Employees

Guidance and Instructions on how to create a Company Policy and Mission Statement & more

Workplace Regulations & Safety

Custom Sick Leave Policy, COVID-19 Policy, Face Covering Policy, Information Policy, Incident Investigation Guide & more

OUTCOME

With the tools, policies, and guidance provided, the client has a more efficient and professional hiring process, now has standardized HR policies and job descriptions, and has a robust safety and COVID-19 plan. With the help of their dedicated HR Consultant, the client is confident and ready to expand their business and hire more staff.

