

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

- Multiple Job Descriptions Created and Posted
- Developed COVID-19 Vaccination Policies and COVID-19 Pandemic Protocols
- Custom PTO Policy created, as well as PTO Request Form

OBJECTIVES

A sushi restaurant and caterer operating in Ohio 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, navigating COVID-19 mandates and employee safety, as well as creating and implementing standard HR policies, like paid time off.

SOLUTIONS PROVIDED

Compliance

State Law and Federal Law Overview of Regulations, Labor Law Posters, & FLSA Exemption 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 Vision and Mission Statement & more

Workplace Regulations & Safety

Custom Sick Leave Policy, COVID-19 Policy, Face Covering Policy, Vaccination Policy, Incident Investigations 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.

