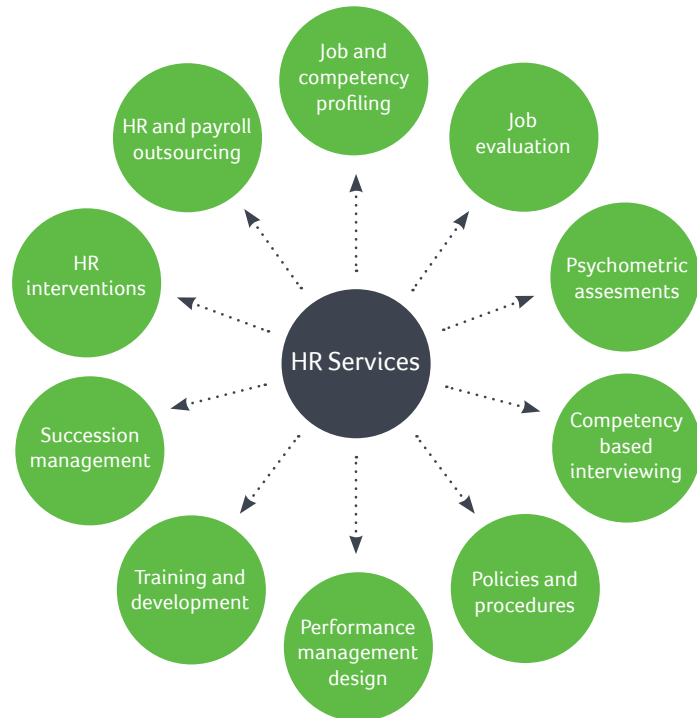


# HR Specialist Services

## Synchronising people, processes and technology

We offer a range of services to ensure that you use best industry practices and comply with the National HR Standards as prescribed by the South African Board of People Practices (SABPP).



### How can we help?

Whether or not you have an internal HR department, we will be able to assist you to utilise best practices and gain optimal performance from your employees.

### How do we do this?

We will assess all areas of HR and help you build business confidence by utilising the following models:

- **Job and competency profiling:** Ensure that you recruit, train, develop, measure and reward your employees according to the key outputs of the job and behaviours of the individual.
- **Job grading:** Ensure that you are rewarding your employees according to their responsibilities and the related market and industry.
- **Psychometric assessments:** Numerous psychometric tools will be used to measure potential, knowledge, abilities, attitudes, personality traits and culture.
- **Competency based interviewing:** We offer a competency model

suitable for various industries, complete with competency based interview questions and tools to ensure that potential candidates are measured against a set criteria. (The module consists of 23 competencies on five levels).

- **Policy and procedure writing:** Legally sound and well written policies and procedures will not only save your organisation time and money but will empower employees to work efficiently and effectively.
- **Performance management design:** We can help design and implement a performance management process that is unique to your organisation. Let us help you address performance in a structured, measurable and aligned method.
- **Training and development:** We offer a wide range of training courses for HR and/or line managers. With some of our courses you can earn continuous professional development (CPD) points.
- **Succession management:** Identifying critical positions is not

enough. Let us help you with career pipelines, retaining critical skills and having a plan of action for those key positions.

- **HR interventions:** As leaders in the HR industry, we can help your organisation to address situations with a tailor made intervention plan such as team development, managing communication, culture survey and other services related to HR and payroll.
- **HR and payroll outsourcing:** If you need to save time and resources, Sage HR & Payroll is definitely your business partner. Anything from HR administration, strategic planning, alignment of standards or payroll.

Let us help you streamline your HR processes so that you can save time, money and effort.

For more information, contact us on +27 12 420 7082 or email [hr.specialistservices@sage.com](mailto:hr.specialistservices@sage.com)