



## **HR That Works! Benefits and Features**

### **Benefits Include:**

- **Reduced risk of employee lawsuit exposure.**
- **Increased employee productivity and retention.**
- **Applicable techniques that produce bottom line improvement!**

### **Features Include:**

1. **Personnel Forms** - HR That Works contains more than 150 personnel forms including everything from job applications, hiring checklists and flow charts, to employment contracts and pre-termination checklists. Some of these forms, such as the Compliance Survey and 60-Day New Employee Survey, are one of a kind, while others are improvements on existing forms.
2. **Compliance and Productivity Audit** - This 200 question "do-it-yourself" audit comes with suggested responses, strategies and tools. You can take it all at once or focus on critical areas first..
3. **LAWSUIT FREE!™ How to Prevent Employee Lawsuits** - This is the best nuts and bolts compliance program in the country. It addresses the 80/20 principle of legal compliance in an easy to follow format. This program comes with Audio Files, links to Personnel Forms, Special Reports, websites and more.
4. **Employee Handbook Software** - This easy to use program can help you produce an employee handbook in no time. Each section comes with a help file that contains a legal/management narrative and, where appropriate, links to Personnel Forms, Special Reports or related web sites..
5. **Employee Knowledge Survey** - This is one of the most powerful tools in your arsenal. Along with the Audit, it can help generate a financial "turnaround" for many companies.
6. **Special Report Series** - It has taken years of writing and thousands of dollars of professional editing to generate the Special Report series. Each report focuses on a critical compliance or personnel management issue.