



MyHRTools™

Your Personal HR Assistant!

Price - \$399

JVG Solutions, Inc. - (512) 441-2000
www.JVGSolutions.com



Helping businesses avoid reinventing the wheel for their HR functions.

"MyHRTools™ is the best resource I've seen for anyone in HR or management. It's not just for new professionals. Seasoned professionals will find it helpful, too. The tools are comprehensive, easy to use, and a great bargain! It will make your job easier."

-Holly J., Killeen, TX

Who Should Buy MyHRTools™?

- Is your organization a startup?
- Do you oversee HR in any size organization?
- Have you recently taken an HR management role?
- Are you the only one responsible for HR services?
- Are you new to the HR field?
- Is your organization on the verge of major growth?
- Are you a student of Business or Human Resources?

If you answered "yes" to any of these questions, then MyHRTools™ may be the best choice for you when it comes to finding new resources to get the work done.

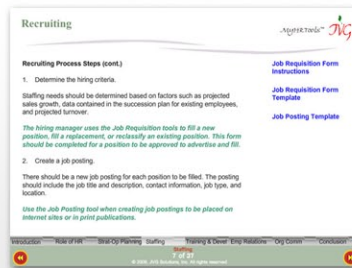
"I have found MyHRTools™ to be highly valuable, especially as the potential for my business has grown ... MyHRTools™ is a very intuitive program to use (just open it and start working) ... one doesn't necessarily have to be an HR expert to be highly effective with regard to HR issues."

-Robert B., Houston, TX

Comprehensive HR Tools at Your Fingertips!

MyHRTools™ is like an electronic book with over 180 screens of HR process steps, standards, and guidelines as well as over 100 customizable HR tools (forms, examples, checklists, job aids). It's like having your own personal HR assistant to help you step by step in performing key HR functions, planning major HR activities, and completing the necessary forms related to internal consulting, strategic and operational planning, staffing (from recruiting to exiting), training and development, employee relations, and organizational communication.

Using MyHRTools™ means having the help you need at your fingertips for increased efficiency in your HR role. It's simple to use (with examples and instructions) for both new and experienced HR professionals. Purchase the download, unzip it, double-click the Start_Here file, and you're set!



[Insert Company Name] Job Requisition Form

Job Requisition Form

Position Title: _____ Today's Date: _____
 Department: _____ Supervisor/Manager: _____

Employment Status
 Exempt Non-Exempt Full-time Part-time

Reason for Request
 New Position Replacement Position Reclassification of Position*

*The reclassification results in:
 Upgraded Position Change in Position from Budgeted Position

Does the proposed reclassification require a market analysis? Yes No

Is relocation necessary? Yes No

Position Description and Requirements
 Description of essential functions of position (attach a job description or fill in blanks below):

Compensation Review
 (HR completes this section.)
 Job Description reviewed: Yes No Salary Range: _____ Min Mid Max
 Employment status confirmed: Yes No Bonus level (if applicable): _____
 Market analysis completed: Yes No

Authorization of Position
 Human Resources and Date: _____
 CFO/COO and Date: _____

Authorization to Extend Offer
 Attach job application and resume to Job Requisition Form.
 Salary: _____ Start date: _____
 Bonus level: _____ Agency fee (if applicable): _____
 Relocation: Yes No
 Second Level Manager Approval/Date: _____
 Human Resources Approval/Date: _____

PRODUCT SCREENSHOTS

Benefits of MyHRTools™

- It's like having your own personal assistant or additional HR Rep to get the work done.
- The program increases your efficiency in providing HR services to all levels of employees in your organization.
- It's designed to meet the needs of those new to HR or experienced HR professionals who need help but can't afford additional staff or consultants.



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MyHRTools™ Features & Content

Role of Human Resources

- Human Resources' Role within the Organization
 - Skill Set Requirements of the Human Resources Function
- The Internal HR Consulting Process
 - Internal HR Consulting Process Steps
 - TOOL: Needs Request Form Template

Strategic and Operational Planning

- Strategic Planning
 - Strategic Planning Process Steps
 - TOOL: Strategic Planning Meeting Agenda Template
 - TOOL: Strategic Plan Document Example
 - TOOL: Strategic Plan Document Template
 - TOOL: Environmental Scan Template
 - TOOL: SWOT Analysis Example
 - TOOL: SWOT Analysis Template
 - TOOL: Strategic Plan Status Report Template
 - TOOL: Communication, Marketing, and Implementation Plan Template
- Operational Planning
 - Staffing Plan
 - TOOL: Staffing Plan Template
- Change Management
 - Change Management Process
 - TOOL: Change Management Plan Template
 - TOOL: Sponsor and Change Agent Selection Checklist Template
 - TOOL: Objections and Resistance Worksheet Template
 - Succession Planning
 - Succession Planning Process
 - Succession Planning Process Steps
 - TOOL: Competency Assessment Example
 - TOOL: Competency Assessment Template
 - TOOL: Succession Plan Template
- Compensation (Total Pay)
 - Compensation Philosophy Guidelines
 - TOOL: Compensation Philosophy Example
 - Salary Structure
 - TOOL: Salary Matrix Example
 - TOOL: Merit Increase Guidelines for Exempt Employees Example
 - TOOL: Merit Increase Guidelines for Non-Exempt Employees Example
 - Merit Increases
 - Recognition Rewards
- Payroll
 - Payroll Guidelines
 - TOOL: Independent Contractor Checklist Template
 - Setting Up a Payroll System
- Project Plan Management
 - Project Proposal and Planning
 - Roles and Responsibilities Identified in the Project Plan
 - Key Project Plan Categories
 - TOOL: Project Plan Example
 - TOOL: Project Plan Template
- Management Reporting
 - Project Reports
 - TOOL: Project Report Example
 - TOOL: Project Report Template
 - HR Management Reports
 - TOOL: HR Report Template
 - TOOL: HR Metrics Job Aid

Staffing

- Job Descriptions
 - Job Description Overview
 - TOOL: Job Description Form Example
 - TOOL: Job Description Form Template
 - General Guidelines for Completing a Job Description
- Recruiting
 - Recruiting Process Steps
 - TOOL: Job Requisition Form Instructions
 - TOOL: Job Requisition Form Template
 - TOOL: Job Posting Template
 - TOOL: Source Plan Template
 - TOOL: Recruiting Examples
 - TOOL: Job Application Form Template
 - TOOL: Job Application Screening Checklist Template
 - TOOL: Resume Screening Checklist Template
- Interviewing
 - Interviewing Process Steps
 - TOOL: Phone Screen Template
 - TOOL: Interview Guide Template
- Selecting
 - Selection Process Steps
 - TOOL: Reference Check Template
 - TOOL: Background Investigation Adverse Action Notification Letter Template
 - TOOL: Verbal Offer Script Template
 - TOOL: Written Offer of Employment Template
 - TOOL: Written Rejection Letter Template
 - TOOL: Verbal Rejection Script Template
- On-Boarding (New Hire Orientation)
 - On-Boarding Process Steps
 - TOOL: Add/Change/Remove Form Instructions
 - TOOL: Add/Change/Remove Form Template
 - TOOL: On-Boarding Checklist for HR and Hiring Manager Template
 - TOOL: Setting Expectations Job Aid
- Exiting (Voluntary)
 - Voluntary Exiting Process Steps
 - TOOL: Exit Interview Form Template
 - TOOL: HR Management Monthly Report Template
- Exiting (Involuntary)
 - Involuntary Exiting Process Steps
 - TOOL: Involuntary Exit Guidelines
 - TOOL: Separation of Employment Memo Template

Employee Relations

- Managing Policies and Procedures
 - Company Policies and Procedures
 - TOOL: Employee Handbook Example and Template
 - Employment Law
- Performance Management
 - Performance Evaluation Steps
 - TOOL: Performance Evaluation Form Example
 - TOOL: Performance Evaluation Form—Manager's Instructions
 - TOOL: Performance Evaluation Form Template
 - TOOL: Performance Evaluation Job Aid
 - TOOL: Individual Development Plan Example
 - TOOL: Individual Development Plan—Manager's Instructions
 - TOOL: Individual Development Plan Template
- Career Development
 - Career Development Process Steps
 - TOOL: Career Path Example
 - TOOL: Individual Development Plan Job Aid
- Coaching and Corrective Action
 - Corrective Action Process Steps
 - TOOL: Corrective Action Example
 - TOOL: Corrective Action Template
- Health, Safety, and Ergonomics
 - Health, Safety, and Ergonomics Resources

Training and Development

- Assessment
 - Needs Assessment Process
 - TOOL: Needs Assessment Questionnaire Example
 - TOOL: Needs Assessment Questionnaire Template
 - TOOL: Needs Assessment Report Example
 - TOOL: Needs Assessment Report Template
 - TOOL: Training Plan Example
 - TOOL: Training Plan Template
- Design
 - Design Process
 - TOOL: Class Outline Example
 - TOOL: Class Outline Template
- Development
 - Development Process
 - TOOL: Instructor Guide Example
 - TOOL: Instructor Guide Template
 - TOOL: Class Agenda Handout Example
 - TOOL: Class Agenda Handout Template
 - TOOL: PowerPoint Slide Example/Template
 - TOOL: Participant Guide Example
 - TOOL: Instructor Preparation Guide Example
 - TOOL: Instructor Preparation Guide Template
- Delivery
 - Delivery Process
 - TOOL: Implementation Plan Example
 - TOOL: Implementation Plan Template
 - TOOL: Training Schedule Checklist Template
- Evaluation
 - Evaluation Process
 - TOOL: Class and Instructor Evaluation Example and Template
 - TOOL: Post Training Interview Example—Managers
 - TOOL: Post Training Interview Template—Managers
 - TOOL: Training Evaluation Report Example
 - TOOL: Training Evaluation Report Template
- Maintenance
 - Maintenance Process

Organizational Communication

- The Paths of Organizational Communication
 - TOOL: Internal Communication Guidelines Template
- Meetings
 - Meeting Management Guidelines
 - TOOL: Meeting Management Checklist Template
 - TOOL: Meeting Agenda Example
 - TOOL: Meeting Agenda Template
 - TOOL: Meeting Ground Rules Job Aid
 - TOOL: Meeting Parking Lot Job Aid
- Written Communication
 - TOOL: Memo Template
 - TOOL: Information Memo Example
 - TOOL: Request Memo Example
- E-mail Communication
 - TOOL: E-mail Etiquette Guidelines
- Telephone Communication
 - TOOL: Telephone Etiquette Guidelines
- Phone, Web, and Video Conferencing
 - TOOL: Phone, Web, and Video Conferencing Guidelines
- External Media Communication
- Crisis Communication
 - Crisis Communication Process
 - TOOL: Crisis Communication Plan Template
 - TOOL: Crisis Response Team Worksheet Template
 - TOOL: Crisis—Telephone Request Template
 - TOOL: Crisis—Media Inquiry Template
 - TOOL: Responding to the Media Guidelines Example
 - TOOL: Crisis Situation Categories and Sample Crisis Scenarios Template