



Human Resources Implementation Goals Review



HR Achievements

- **LEADERSHIP:**

- ➔ **Internal**

- **Develop a world-class HR Department**

- ➔ **External**

- **Develop compensation philosophy**

- **TEAMWORK:**

- ➔ **Assisted with the developed of Newsletter**



HR Achievements

- **CUSTOMER SERVICE:**

- ➔ Implemented a HRIS which will provide employee data to management and employees with the utmost of security and confidentiality.

- **FAIRNESS:**

- ➔ Develop Policy and procedure manual
- ➔ Developed a compensation philosophy.



HR Achievements

- **HR WEB PAGE COMPLETED**

- ➔ **Uploading underway**

- ➔ **Jobs posted in both languages**

- ➔ **Recruiting strategy developed**

- **PROCESS:**

- ➔ **Developed job descriptions**

- ➔ **Job postings**

- ➔ **Developed progressive discipline process**



HR Goals Status:

- **HRIS IMPLEMENTATION:**

- ➔ Beginning loaded employees HRIS files.
- ➔ Will conduct data verification in April.

- **NEW POLICY & PROCEDURE MANUAL:**

- ➔ Draft versions of employee and office manuals distributed for feedback.
- ➔ Include feedback.
- ➔ Finalize format and layout .



Emerging Issues

- **PERFORMANCE MANAGEMENT:**

- ➔ Forms and policy have been developed in draft format
- ➔ Develop implementation process.

- **DEVEOP TRAINING PLANS:**

- ➔ Using the results of the training survey work with management & employees to create employee training plans for skills gap.



Emerging Issues

- **OHS&E DEVELOPMENT**

- ➔ **Develop training for OHS&E Committees**

- ➔ **Site and internal inspection programs under development**

- ➔ **Conduct enterprise wide risk assessment and solutions**