



Converge Human Resources Outsourcing Model

As the only organization of its kind in the Delaware Valley, Converge Solutions provides outsourced HR services for small to mid market companies, start up organizations and nonprofits on an **outsourced basis**. In effect, we function as a full service internal HR department, but do so as an “independent third party”.

What makes us unique is that our services are provided through a “Shared Service Center” which we operate from our corporate offices in Wayne, PA. The Shared Service Center concept allows each client’s HR function to be managed, processed and maintained centrally in our corporate offices. We provide a single point of contact who is knowledgeable of your business and HR needs. This primary point of contact has instant access to eleven (11) Converge HR experts for technical support. As part of our outsourcing solution, Converge also offers clients on-site and remote support, development training of internal staff and the comfort of knowing that all of their complex HR needs/requirements are being handled by a competent team of HR experts.

The background and experience of our Service Center professional staff is as diverse and sophisticated as those of many larger corporate and nonprofit organizations. Because HR staffing costs are spread across our entire client base, our approach is usually more cost effective than an internal HR function.

In fact, our experience has shown that if we are replacing an existing internal HR function, the typical client will realize a 33-50 % reduction in their HR costs. Additionally, smaller organizations who typically allocated their HR functions to non HR staff, now find that they can enjoy the same level of HR expertise and professionalism as many larger organizations. As described below, our model allows each client to choose the outsourcing model that best suits their needs.

Allow us to provide you a customized no-cost proposal of our services offering and how we can solve your HR challenges.

BENEFITS OF OUTSOURCING WITH CONVERGE:

Professionally managed HR function with single point of contact and access to eleven (11) HR experts

Reduced liability/risk

Cost savings/efficiencies

Flexibility in selecting the model that best fits your needs

24/7 support

Redundancy of HR data

Immediate access to best-in-class HR practices

Routine HR program updates based on regulatory changes

HUMAN RESOURCES OUTSOURCING MODELS

STANDARD	ENHANCED	COMPLETE
HR Risk Assessment/Audit	Includes Standard Services, Plus:	Includes Enhanced Services, Plus:
Report of Assessment/Audit Outcome and Recommendations	Pre-Employment & Employment Process Design	Recruitment Support
Complete HR Forms Review (Application, Personnel Files, Discipline Notices, Termination Letters, Etc)	New Employee Orientation Program	Job Descriptions Development with Physical Requirements and Signature Section
Discipline and Termination Support	Handbook Development with EE Signature Section	Performance Appraisal System Development – Linked to Specific Job Descriptions
Single Point of Contact for HR Questions/Issues	Policy & Procedure Development	Exit Interviews
Routine Electronic Updates	Develop Discipline and Termination Notices/Letters Discipline and Discharge Advice Unemployment Support	Training and Development: <ul style="list-style-type: none"> ○ Handbook & Policies ○ Rules of Conduct ○ Job Descriptions ○ Performance Review ○ Sexual Harassment ○ Discrimination ○ Leadership/Management
Paper and Electronic Copies of Above	Benefits and Retirement Plan Communication Handbook	Compensation Program Review; Develop Salary Structure and Conduct Salary Surveys

ALL HR OUTSOURCING MODELS ALSO INCLUDE:

Single Point of Contact
 Routine On-Site Presence for Training & Implementation
 Access to eleven (11) HR Experts for Technical Support
 Development & Training of Internal HR Staff