



# Human Resources From the Ground Up: Setting Up Your HR Department

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# Setting Up Your HR Department

## HR's Role in the Organization

- Advisor
- Advocate
- “Face” of the organization



# Setting Up Your HR Department

## Take Inventory

- Compliance
- HR processes
- Organization culture
- Business plan
- Existing programs
- Union contracts



# Setting Up Your HR Department

## Take Inventory

- What is currently being done?
- Options to improve
- Discuss HR with peers



# Setting Up Your HR Department

## Compliance

- Research required postings
- Understand Required Reporting
- Work with Vendors (i.e. COBRA, HIPAA)
- Automate where possible



# Setting Up Your HR Department

## HR Processes

- Collecting Employee Data
- Setting Up Personnel Files
- Staffing
- Benefits Administration
- Payroll
- Performance Management



# Setting Up Your HR Department

## HR Processes

- Anticipate growth and set up processes to meet future needs
- Strive for continuous improvement
- Communicate with peers



# Setting Up Your HR Department

## Understand the Business

- Meet with finance on budget
- Meet with sales on product/service
- Meet with operations on support
- Know the management team



# Setting Up Your HR Department

## Establish a 3 year plan

- Be realistic!
- Set short term goals on:
  - Compliance
  - Staffing
  - Performance management



# Setting Up Your HR Department

## Establish a 3 year plan

- Strive for Continuous Improvement!
- Set long term goals on:
  - Technology
  - Salary Guidelines
  - Training
  - Employee Communications



## Setting Up Your HR Department

Thank you!

If you have any questions,  
please feel free to ask at this time.



## Setting Up Your HR Department

Blue Prairie Group is a full-service human resource and investment consulting firm located in Chicago, IL. We deliver holistic consulting solutions tailored to the client's needs. Our cost-effective, value-added HR programs and services are designed to align people with the client's broader strategic goals.

Linda Jelinek is a senior consultant and has over 17 years of experience as a human resources professional. Her strengths as a generalist managing the HR function include performance management, employee relations, recruiting, employee development and compensation and benefits. Her skills include project management, process improvement, program/product design, and communications.

A landscape photograph of a prairie with a blue sky and white clouds. The sky is filled with large, fluffy white clouds against a deep blue background. The horizon is a flat line, and the foreground is a golden-brown field. Two small trees are visible on the horizon line.

# Blue Prairie Group

Human Resource and Investment Consulting with a different outlook

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