

WORKFORCE DEVELOPMENT SERVICES

Attracting and retaining a quality workforce in today's tough labor market is a challenge every employer faces, and business owners often don't have the time or resources to address these issues. ITAC can help you create or further develop your Human Resources functions so that you hire exceptional employees, and then provide them with the environment and skills which will maximize their productivity.

Job Descriptions

This service will develop comprehensive job descriptions that will provide your employees with a clear, concise understanding of all job-related duties responsibilities. Effective job descriptions provide guidelines to help measure job performance and assign accountability in all job functions, and aid in the accurate development of an organizational chart, which will give you a clear view of any existing organizational overlaps and shortfalls. Additionally, they can help you eliminate inequitable or inconsistent pay practices and reduce conflicts and misunderstandings around work assignments.

Recruitment

Recruiting qualified candidates is a time consuming challenge. ITAC will help you fill open positions with the right people by developing and placing accurate advertisements, reviewing resumes, screening and testing candidates, and checking references.

Training

Improving employee productivity and efficiency through skills training can have a measurable impact on your company's profitability. ITAC will analyze your employees' skills shortfalls and then identify experienced, qualified trainers who can help raise proficiency levels — from ESL to computer training.

Supervisory Development Training

The Supervisory/Management Training Course was created with an eye toward improving communication capabilities and building leadership skills. A company that needs to develop their new supervisors, or strengthen the leadership and communication skills of their existing ones, would benefit from investing in this type of training.

Employee Handbook

An Employee Handbook is an integral part of a company's internal communications and policy-making plans. Typically, a handbook is a straightforward manual that summarizes all Human Resources-related rules, regulations, benefits, compliance issues, and more. Having an up-to-date Employee Handbook (translated as necessary) will help reduce the frequency of disputes, miscommunication and confusion on issues that arise on a daily basis. All companies must follow specific procedures in order to avoid litigation and fines.

Human Resource Audit

HR audit will focus on making sure that your employee records, documents, postings, files and procedures are in compliance with Federal and New York State and City regulations.

ITAC: committed to growing NYC businesses