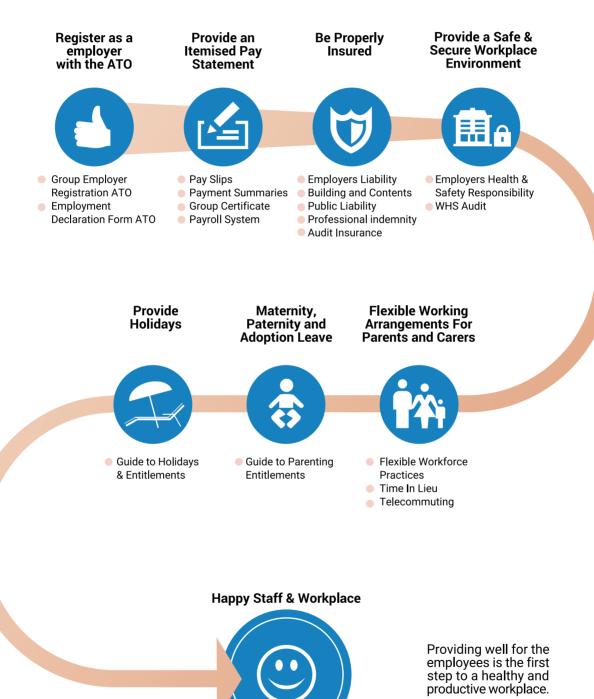
Employment Compliance

The Right Employment Paperwork and Procedures are required by law.

If you'd prefer to leave it to CMSolutions, we will assist with your employment compliance.



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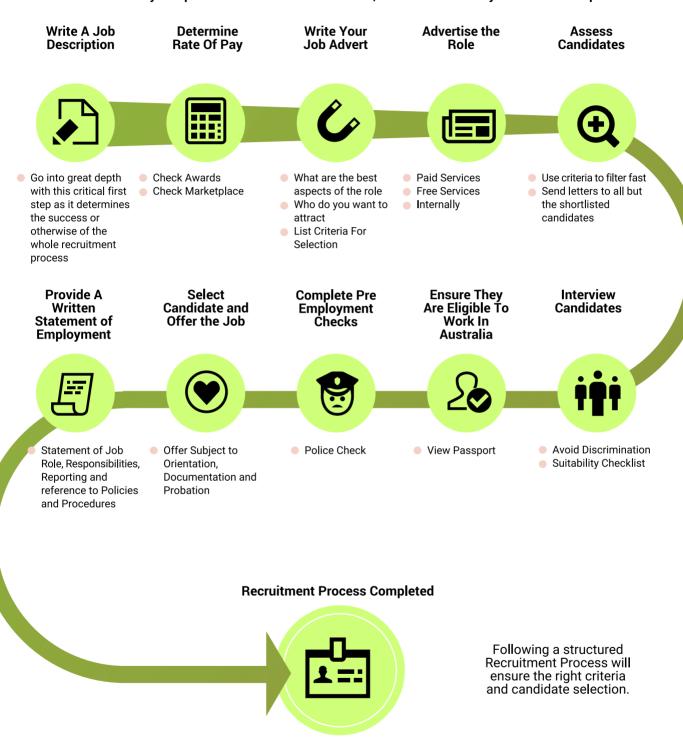


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Recruitment Checklist

The Right Recruitment Processes determine the calibre and performance of employees.

If you'd prefer to leave it to CMSolutions, we will assist with your recruitment procedures.



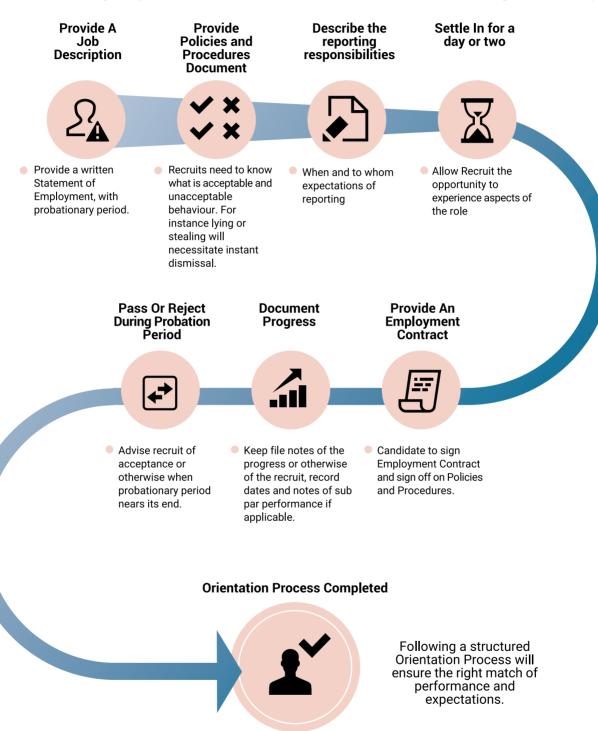
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Onboarding Checklist

Onboarding and Orientation Processes determine from the outset what's expected of employees. If you'd prefer to leave it to CMSolutions, we will assist with onboarding & orientation procedures.



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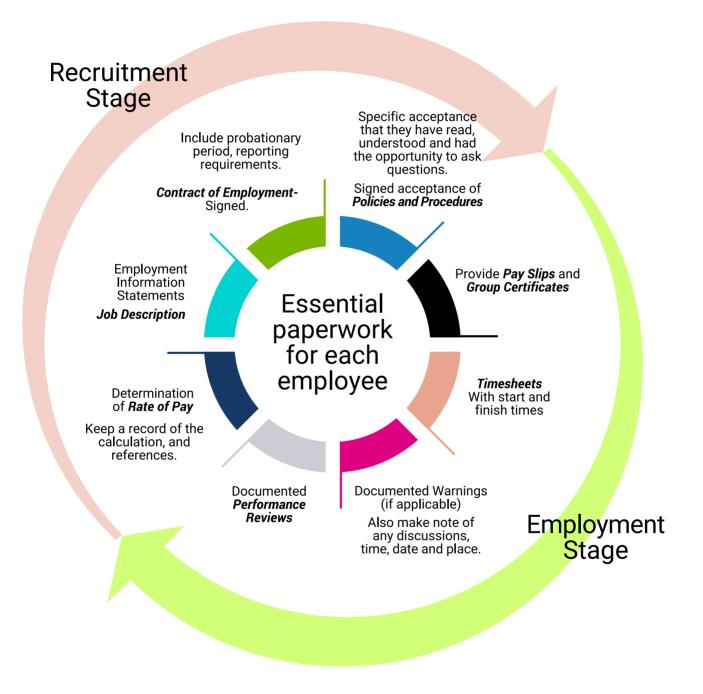
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Employment Records

Having the correct paperwork and procedures in place for staff can be a headache for many organisations. With industrial laws and employer requirements changing all the time, documenting all aspects of staffing contracts is crucial.

If you'd prefer to leave it to CMSolutions, we will handle all of your employment paperwork & reporting requirements.



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Raising Staff Morale

Raising Staff Morale is every manager's responsibility, but a 'leader's role' is to develop leadership traits and skills in your staff. Staff engagement is the key to high productivity, staff retention and minimum workplace disruption. The right pay, conditions, communication and systems at work are important elements to have in place.

Develop Leadership Traits Through

Delegation and Increased

Responsibility **Encourage &** Reward Open Communication & High **Performance Deliver on Staff expectations Root out Problem Areas** Asking for suggestions & getting staff's views on issues is an important step towards them owning a role or responsibility. Consistent Weekly Meetings assist with open communication. With responsibility Ensure Pay and comes pride of Conditions match or ownership and exceed requirements, and investment in getting Ensure A Safe and that staff roles are within the job done right. Comfortable normal range of Recognise Positive Make sure you allow Workplace, with expectations. Performance in sufficient resources to minimum stress from meetings and ensure ensure a successful people and

> Having documented Policies and Procedures assists with transparency and ease of performance management.

everyone has the

chance to shine.

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environment you have

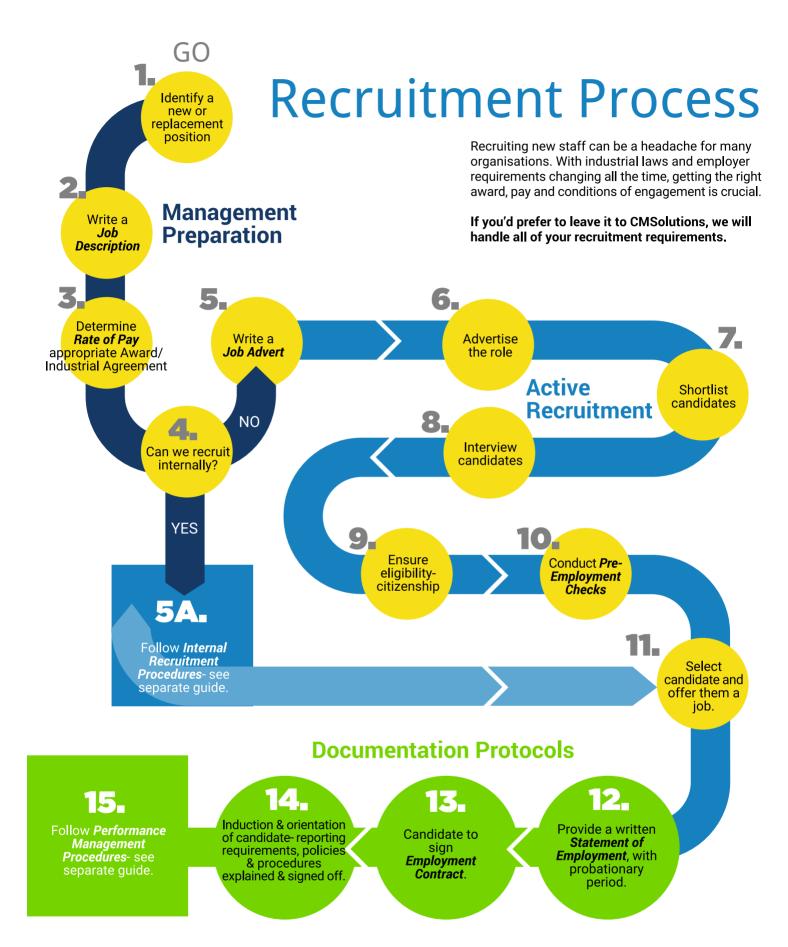
control over.



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outcome for assigned

tasks.



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