



eve anderson
recruitment

*Human Resource & Recruitment
support for your business*



HR Support as and when you need it

Your business can benefit from an experienced HR Professional team on a part-time basis or as necessary for your current needs.

We have a suite of options for businesses of all sizes but specialize in tailoring HR services to meet your organization needs.

Our HR Professionals provide services to your business as needed.

We design and execute your HR strategy and continue to monitor and guide your program to ensure a smooth flow of work.

Our support services enable you to gain access to the resources and expertise of an entire HR department.

Book a meeting with us:

guyanarecruitment@eaastaff.com | (592) 645 3463



Full Suite of Recruitment & HR Support Services

HANDBOOKS/ POLICIES

We develop, design or audit your policies and handbooks and train your managers.

ONBOARDING/ ORIENTATION

We help you integrate new employees or promoted leaders. An orientation program is critical to success, retention and engagement.

EMPLOYEE SURVEYS

We design your staff surveys and provide key insights on results and recommendations to help you improve performance.

RECRUITMENT PROCEDURES

We support you throughout the selection and hiring process including the option for background checks and testing assessments.

STAFFING/ PLACEMENT

We provide staff for interim management, seasonal and special projects, maternity cover and any absences.

PAYROLL MANAGEMENT

We manage efficient payroll cycles, reduce risks and overheads. We effectively evaluate workforce resources and reporting.

HR AUDIT/ COMPLIANCE

An HR audit will result in a "road map" to HR effectiveness and compliance - where you are now, where you need to be, and most importantly, how to get there.

JOB ANALYSIS/ DESCRIPTIONS

We will prepare job descriptions that facilitate accurate comparisons of job duties and wage rates, while complying with applicable legislation.

PERFORMANCE MANAGEMENT

We develop your Evaluation/Appraisal Program, the basing systems on job descriptions and define expectations and ratings to help employees improve performance and set goals

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MORE HR SERVICES



PRE- EMPLOYMENT SCREENING

Pre-employment screening is a necessary hiring practice to avoid lawsuits and costly hiring mistakes

RECORDS RETENTIONS PROGRAMS

We can help establish a comprehensive records retention policy that conforms to the applicable laws for your business.

SAFETY PROGRAMS

We design and implement Safety Programs, Quarterly Safety Inspections and develop Safety Incentives

POLICY REVIEWS

We review and update your HR policies in line with changes in the employment law to ensure you remain compliant. We can support in the implementation and communication.

EXIT INTERVIEWS

We have trained interviewers who conduct objective, independent exit interviews on your behalf and provide you with a summary to identify areas for improvement as well as areas of strength.

TRAINING

We conduct training in various areas such as customer service training and any areas of staff development you require. It's critical to keep our staff in continuous development in line with the needs of your business.

RECRUITMENT ADVERTISING

We build your job vacancy and advertise the job positions on our job board on our website and our LinkedIn and social profiles.

HR TEMPLATES

Sometimes you just need a template to use and roll out to your staff as soon as possible. We help you with a range of packages that you can adapt and tailor to your company's needs.

AFTER CARE HR SUPPORT

Working with us means we are your long-term partners. Our after-care support ensures our HR services meets your company's needs and ensures peace of mind that your HR requirements and compliance needs are met.



eve anderson
recruitment limited



The Benefits to Outsource HR

- Benefit from expertise and experience of certified HR professionals.
- Obtain professional advice and guidance of tough HR issues.
- Receive HR advice, tips, tools and best practices that work.
- Meet specific goals in a timely manner.
- Only pay for the time or services you use.
- Receive the most flexible solution to fit your needs and budget.
- Stay focused on your core business.

We can add support and current Human Resource expertise to the larger companies that have an established HR staff.



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