

# HR: Looking ahead, toward a fresh start?

We can help you finish yearend and start the New Year off right!

If you would like to complete some of the items below and mark them off of your “To Do” list:

Contact Tracie Spencer at HRC to help you stay on track!

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|--|--|
| <input type="checkbox"/> On boarding updates               | <input type="checkbox"/> Annual HR Goals                       |
| <input type="checkbox"/> Streamline processes              | <input type="checkbox"/> HR Timeline for 2012                  |
| <input type="checkbox"/> Employee Handbook (new or update) | <input type="checkbox"/> Posting Requirements Update           |
| <input type="checkbox"/> Policy review                     | <input type="checkbox"/> Annual Training (Tracking and update) |
| <input type="checkbox"/> Employee File review and update   | <input type="checkbox"/> Teambuilding Planning                 |
| <input type="checkbox"/> Form I-9 review                   | <input type="checkbox"/> Meyers-Briggs                         |



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