

Essential HR guide for StartUps and Small and Medium Enterprises (SMEs)

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About Us

We are a ***niche*** HR Advisory and Consulting firm focused on solving critical HR challenges for Startups, Small and Medium Enterprises (SMEs).

Our **Unique VALUE Proposition** is in creating **VALUE** through ***CUSTOMISED HR Solutions*** taking into account the context of our Client's **LIC** (*Life stage, Industry and Culture*).

We work closely with the **Founders, Executive Leadership and HR Heads of Startups and SMEs** to craft **Bespoke HR solutions** that help achieve the Business and Organisational goals !!

First things First !!

- ❖ Setting up HR Function
- ❖ Key HR Areas and Deliverables
- ❖ HR Team Structure, Major Roles and Responsibilities
- ❖ Review and Road Ahead

Setting up HR Function

❖ Important Questions to ASK ?

- ❖ Nature of Company's business-Product, Service, Both?
- ❖ Current Employee Head Count.
- ❖ Proposed Head Count over next 6-12 months/12-24 months/24-36 months.
- ❖ No: of employees to be hired and onboarded over the next 6 months.
- ❖ Experience level and Roles of the proposed hires.
- ❖ Location of business operations-1/more than 1
 - ❖ If more than 1 then is it multi city/state/country ?
 - ❖ If yes, then current/proposed Head count in each location?

Key HR Areas and Deliverables

Hygiene (Absolutely Necessary !!)

1. Recruitment and Offer

1. Ability to attract and source right profiles.
2. Complete selection process on time and release offers
3. Negotiate if required and get employees to join

2. Background checks, Joining and Onboarding

1. Complete Background checks, joining formalities and onboard

3. Attendance and Leave

1. Track Attendance, Leave, Holidays

4. Payroll

1. Process correct Salary on time and remit Statutory deductions on time to concerned Govt. Depts. Eg. PF

5. HR Policies, Databases, Employee Files

1. Essential HR policies
2. Accurate HR Databases and Complete Employee files

6. Exit and Separation

1. Conduct Exits and separation smoothly with correct Full and Final Settlement and Relieving, Experience letters

Key HR Areas and Deliverables

Essential (Should have)

1. Performance Management

1. Drive Timely Goal Setting
2. Ensure objective Evaluation parameters, metrics, fair discussions, regular feedback and timely completion and communication
3. Identify High performers, poor performers, High potentials.

2. Salary Revision

1. Budget for Salary Revision
2. Complete Salary Revision in line with the Organisation's Compensation philosophy and on time communication to employees and payroll

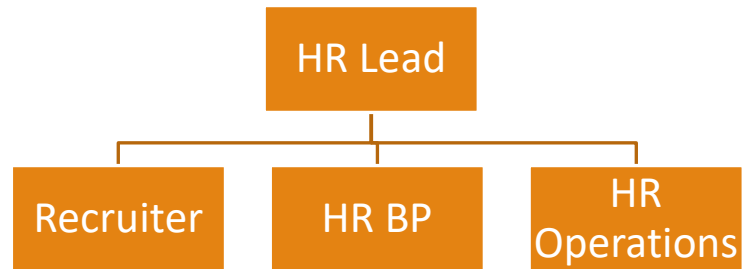
3. Employee Engagement

1. Forum/platform for employees to reach out with concerns and grievances
2. Opportunity for Senior Management to connect with employees across levels
3. Rewards and Recognition

4. Training

1. Training Need Analysis
2. Ensure employees participate in relevant identified trainings (outsourced/inhouse)
3. Analyse Training effectiveness

Initial HR Team Structure - Roles & Responsibilities



HR Lead : 10 + years end to end HR work experience

- Guides and Supervises HR Team and Spoc for Top Management for all HR information and analysis
- Partners with Top and Senior Management to drive Organisation culture, Hiring Strategy, Performance management, Compensation & Benefits, HR policies, Employer Branding and Employee Satisfaction

Recruiter : 4+ years Recruitment work experience

- Sources Relevant CVs, connects with recruitment consultants, candidates, selection panel, completes selection process, releases offer and ensures joining
- Relevant Company posts on Linked in, job sites for attracting candidates

HR BP : 4+ years HR BP work experience

- Onboarding and induction
- Employee Engagement, grievances, communication
- Rewards and Recognition
- Exit and Separation formalities

HR Operations: 4+ years HR Operations work experience

- Background verification checks
- HR Database
- Employee Files
- Payroll
- Attendance, Leave, Holidays
- Letters- Offer letters, Salary Revision, Relieving/Experience, Visa, adhoc letters, etc.

Review and Road Ahead

- ❖ Ensure HR Head reports to CEO and this responsibility is not delegated to lower levels !!
- ❖ Recommended :
 - ❖ Fortnightly review with CEO
 - ❖ Weekly meeting with Business Unit and Function Heads
 - ❖ Identify Key HR Metrics and track the same
 - ❖ Review HR plans every quarter along with the Business plans
- ❖ Staff the HR team adequately with competent HR professionals
- ❖ Let's not cut corners while staffing HR team and end up being penny wise pound foolish 😊

Questions?

WRITE TO SHIVA@VALUECON.IN

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