



MEDIUM SIZED COMPANY:

Description: Medium size Company, comprised of several acquired companies, which were allowed to operate independently. Promoted into Director HR Operations responsible for all HR policies, procedures, and systems. Streamlined disjointed policies and procedures across 12 sites (mix of domestic and international).

Performance Management – Salaried Employees

- Conducted Voice of the Customer sessions with Leadership and Management to get feedback on annual review process.*
- Completed an overhaul of Salaried Annual Performance Review form to reinforce Company's Values and individual goals.*
 - Partnered with SuccessFactors consultant to streamline the process in the system and reduce the length of the form from 5 to 2 pages.*
 - Provided Training, Quick Reference guides and communications for managers and employees*

Performance Management – Hourly Employees

- Consolidated 8 different hourly annual review forms into one consistent form focused on standard performance factors.*
 - Built comprehensive roll out plan with communication templates and training decks for all levels.*

Additional Policies:

- Paid Time Off and Holiday Schedules.*
- Expatriate (Long Term, Short Term)*
- Talent Acquisition Process: Open Positions Approvals*
- Delegation of Authority (HR)*
- Travel and Entertainment (update)*