



## Press Release

### Virtual Human Resources Department for the Supply Chain Sector: Help for SMEs With Limited HR Expertise

**May 5, 2009, Mississauga, Ontario** – The Canadian Supply Chain Sector Council (the CSCSC) announces the launch of an online resource to help small and medium-sized supply chain companies deal with a multiplicity of human resource functions. The Virtual Human Resource Department (VHRD) contains the tools and information required by an employer to attract, retain and develop its workforce. Policy samples and templates, how-to procedures, forms and other useful tools are provided to assist employers in:

- Recruitment and selection
- Employment policies
- Compensation and benefits
- Training and development
- Managing performance
- Reward and recognition

Developed initially by the Canadian Plastics Sector Council and adapted by the CSCSC to meet the specific needs of supply chain companies, the VHRD includes downloadable tools that can be customized and used on an ongoing basis.

Recruitment and selection tools, for example, include a list of recruitment sources, a guide to conducting telephone pre-screening interviews and reference checks, a reference-check form, a cross-cultural interviewing guide, and more. Customizable policy guides relate to such topics as absenteeism, orientation, and health and safety. Other tools focus on areas including performance appraisal and recognition, training and development needs, salary, bonus and overtime compensation, financial and non-financial benefits, offering flexible work arrangements, and conducting employee surveys and exit interviews. Links to numerous national, provincial and other online HR resources are also available.

A one-year full subscription to the VHRD, available for \$500, allows employers to download and save information from all sections of the site. One-year access to individual modules can be purchased for \$100 each.

Using the CSCSC's VHRD tools enables the owners and staff of SMEs to focus mainly on their core business, by spending less time dealing with HR issues. This strategic business-management tool will help to make people management easier and more efficient and effective.

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The Canadian Supply Chain Sector Council is an all-stakeholder, not-for-profit organization responsible for the human resources strategy for the supply chain sector in Canada. The CSCSC is funded by the Government of Canada's Sector Council Program.

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