

## Why Should You Use the Virtual HR Department?

The VHRD is a strategic business-management tool to help small and medium-sized enterprises (SMEs) in the supply chain to efficiently and effectively manage their human resources. Using the VHRD's tools enables the owners and staff of SMEs to focus mainly on their core business by spending less time dealing with HR issues.

**Need to hire a new employee?** Download job-description and job-posting templates to simplify your recruitment efforts. Then follow the provided selection-process guidelines and make use of interviewing guides and forms to ensure that you choose the best candidate.

**Want to develop the skills of your staff?** Learn how to assess your company's or department's needs, create personal-development plans, and make sure that employees apply the skills acquired during training when they're back on the job.

**Have to terminate a person's employment?** Learn how to conduct a performance-appraisal meeting, get information on progressive discipline, access sample warning and suspension letters, and link to government employment websites.

**Feel like you're operating on the fly?** Easily develop policies that will help everyone on staff understand their responsibilities and the company's rules, in areas that range from terms of employment to vacation policy, as well as a myriad of other topics.

## Virtual Human Resources Department

### Help for SMEs with Limited HR Expertise

This online resource can help small and medium-sized supply chain companies deal with a multiplicity of human resource functions. The VHRD contains the tools and information required by an employer to attract, retain and develop its workforce.

Rather than spend time sourcing information and developing policies and documents for HR purposes, employees of small and medium-sized companies that have no HR department (but do have HR requirements) who make use of the resources in the VHRD can quickly deal with HR-related issues and refocus on core business activities. For a company with limited staff and minimal HR expertise, the VHRD is an invaluable tool.

Access the VHRD from the CSCSC website, at [www.supplychaincanada.org/en/VHRD](http://www.supplychaincanada.org/en/VHRD)

## Virtual Human Resources Department for Small and Medium-sized Supply Chain Companies

**Downloadable tools that can be customized for use in everyday HR functions**



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The VHRD was created with funding from the Government of Canada's Sector Council Program.

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# VHRD



## Virtual Human Resources Department

The Virtual Human Resources Department (VHRD) of the Canadian Supply Chain Sector Council (the CSCSC) is an online resource to help small and medium-sized supply chain companies handle a wide range of critical human resource functions. The VHRD contains the tools and information an employer needs 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
- Compensation and benefits
- Employment policies
- Training and development
- Managing performance
- Reward and recognition

All of the tools and resources in the VHRD are free to access and download.

## What's in the Virtual HR Department?

The VHRD comprises eight sections, of which six are focused on distinct functional areas of HR management. The CSCSC's VHRD is designed specifically for Canadian companies with supply chain operations.

Just some of the resources in the VHRD are:

### SECTION 1: Recruitment and Selection

Information, templates and forms related to:

- Recruitment
- Selection
- Interviewing

### SECTION 2: Compensation and Benefits

Information about:

- Base salary
- Overtime compensation
- Merit increases
- Bonus plans
- Pay for time not worked
- Health plans
- Pension and RRSP plans

### SECTION 3: Employment Policies

Policies and forms regarding:

- Absenteeism
- Consulting services
- Drugs and alcohol
- Employment agreement
- Health and safety
- New-employee orientation
- Privacy
- Vacation

### SECTION 4: Training and Development

Tools for:

- Needs assessment
- Return on investment
- Succession planning
- Tuition reimbursement
- Transferring training to the workplace

### SECTION 5: Managing Performance

Resources related to:

- Performance standards
- Performance appraisal
- Addressing poor performance
- Disciplinary action and termination
- Rewarding performance

### SECTION 6: Reward and Recognition

How-tos regarding:

- Attendance
- Employee of the month
- Peer-recognition program
- Safety-award program
- Service awards

### SECTION 7: Additional Tools and Info

Guides and tools on such topics as:

- Management skills
- Mentoring
- Implementing diversity
- Calculating the cost of hiring
- Flexible work arrangements
- Conducting an exit interview

### SECTION 8: Resources and Links

Links to:

- Federal and provincial legislation
- Government resources
- Associations
- Publications



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