

**SMALL- and MEDIUM-SIZED
BUSINESSES:**

You can have *quick* and *easy* access to Human Resources assistance without employing your own HR Staff...*the key is knowing who to ask!*

Let P•A•S Associates *lighten your load* by handling your employee issues.

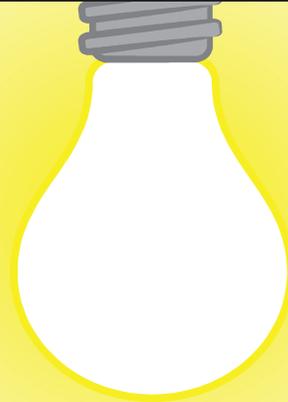
P•A•S Associates specializes in helping businesses that aren't large enough to hire a full-time HR Staff...and we've been doing it successfully *since 1987!*

We help you deal with EVERY kind of HR issue, from complex employee problems to the simplest of employee-related questions...and to do so effectively.

*YOU can call us...
YOUR MANAGERS can call us...
and, if you'd like an employee
hotline, YOUR EMPLOYEES can
call us!*

(661) 631-2165

*Struggling under the
weight of HR issues?*



Let P•A•S lighten
your **load!**

PAS
HUMAN RESOURCES
CONSULTANTS

Serving since 1987



HUMAN RESOURCES CONSULTANTS

For HR forms, updates, and HR tips
check out our website at:

www.PASassociates.com

P•A•S has expertise in human resources and other areas involving employment issues. P•A•S does not represent that it is acting as an attorney or that it is giving any form of legal advice or legal opinion.

**Our priority is people.
Our product is service.**

1401 19th Street, Suite 235
Bakersfield, CA 93301

Phone: (661) 631-2165

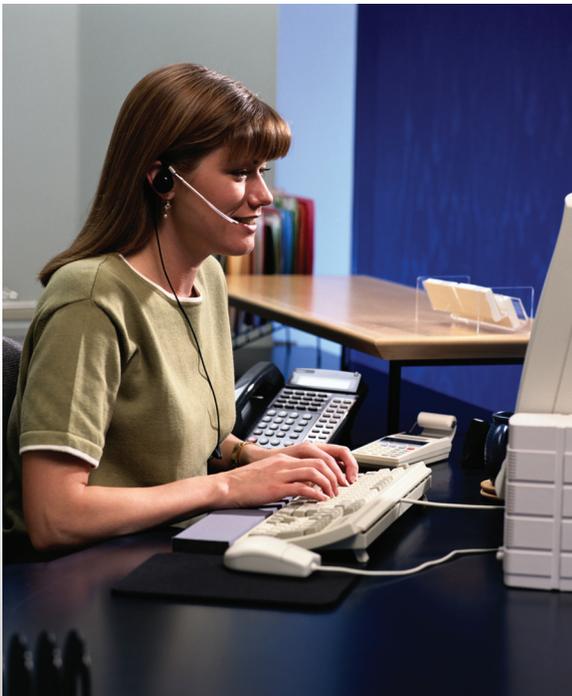
Fax: (661) 631-2841

www.PASassociates.com

Client Benefits

- Quick, easy access to HR answers that keep you and your company informed.
- Qualified, user-friendly consultants that understand the needs of small- and medium-sized businesses.
- Answers that deal with specific employee issues.
- Training that teaches supervisors to lead effectively and increase the satisfaction and productivity of employees.
- Assistance on either a retainer or as-needed basis.
- Access to full-time HR staff support at a fraction of the cost.

www.PASassociates.com



Our Services

EMPLOYEE POLICY HANDBOOKS

Handbooks which establish customized company policies, incorporating State and Federal employer requirements.

RETAINER PROGRAMS

Plans which provide the convenience of a full-time human resources staff without the expense, including such services as reduced rates, unlimited telephone consultations, updates and annual review of your employee handbook.

SUPERVISORY TRAINING

Workshops that train supervisors in the areas of hiring, firing, interviewing, performance management, employee motivation, and other related topics.

HUMAN RESOURCES AUDITS

An audit of your human resources functions, including employee handbook review, procedure evaluation, and compliance.

JOB DESCRIPTIONS

Job descriptions customized to your industry and that meet the requirements of the Americans with Disabilities Act.

QUICK START FOR SUPERVISORS®

Quick Start for Supervisors® equips participants to handle the role of supervisor more effectively, increasing morale, productivity and profitability. Once individuals complete this training program, they're off and running in their role as supervisor!

SITUATIONAL FRONTLINE LEADERSHIP®

SFL® is a revision of the award-winning program, Leadership Training for Supervisors®, and builds on the Quick Start program. It's designed to increase team member productivity and engagement, and equips leaders to effectively handle the situations they face every day—setting goals, assigning work, giving praise, and resolving performance problems.

EXIT INTERVIEWS

We'll help you evaluate your turnover costs by conducting your Exit Interviews! A P•A•S representative will contact separating employees and perform an Exit Interview, recapping obtained information and forwarding it to you assisting to protect your liability and evaluate areas that need attention.

NEW HIRE SURVEYS

Since most employee turnover happens in the first 18 months, you need to know what your new hires are thinking, what they're experiencing, and how you can facilitate a long-term connection. To help you do that, P•A•S will contact new hires and gather data you need to increase your success!

DiSC DISTRIBUTOR

DiSC Classic remains the most trusted instrument in the industry to improve communication, ease frustration and conflict, and develop effective managers and teams. As a DiSC Distributor and Trainer, P•A•S can assist you in seeing victory with your teams!

EMPLOYEE OPINION SURVEYS

Surveys that are customized to present an avenue for your employees to provide their candid feedback regarding their place of employment and increase their morale, productivity, and retention.

COMPENSATION SURVEYS

Surveys that provide customized information regarding wages and benefits to employers within an industry or geographic location.

CONFLICT RESOLUTION ASSISTANCE

Workshops or one-on-one sessions that help employers and their employees handle conflict confidently and facilitate positive results, providing a chance to learn from each other, improve work methods, and to build team solidarity and productivity.

BACKGROUND SCREENING SERVICES

Preemployment background screenings are coordinated that cover past criminal convictions, motor vehicle record, degree verification, credit report, professional licensing, past employment, and related areas.

360-DEGREE FEEDBACK

Performance feedback from a leader's peers, supervisor, and direct-reports can positively impact the employee's growth and career, as well as an organization's success. P•A•S develops these powerful professional development tools, as well as assists in the one-on-one coaching process.