

STRESS-FREE HR

Done for you forever.

All OFIS
members are
eligible for a
15% discount
on all services.

Our Services



HR Compliance



Document Library



Health & Safety



Recruiting



Employment Law



Consulting

What problems are we solving?

- Lack of time, budget, knowledge, and workforce to execute critical HR functions.
- Losing focus on the core business.
- Delay in getting legislative updates.
- Challenges in catching up with the ever-changing compliance landscape.
- Have employees follow safety policies and procedures.
- Difficulty in providing legislative training to all staff.
- Problems caused by inexperienced HR professionals.
- Inability to validate free resources from unreliable sources.
- Preparing documents that are specific to your business goals and industry.
- Difficulty in finding A-players.
- Finding the right HR partner who can handle critical HR functions without breaking the bank.



Ontario Federation of Independent Schools



HR COMPLIANCE Just got easier.

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The Road to Compliance

Stay up-to-date with the latest labour laws, prepare your business for unpredictable compliance storms and protect it from lawsuits and fines!

Give us what you've got and we get you compliant in 30 days!



Through a follow-up call, your dedicated HR Expert informs you of what has been done



You get access to the Document Library, where you can download all the HR documents you need

A compliant and tailored Employee Handbook is prepared for you



Your employees receive training modules and training reports are shared with you



You get notified of new labour laws and legislative changes

We ensure you are compliant year after year

Practical problems we solve.

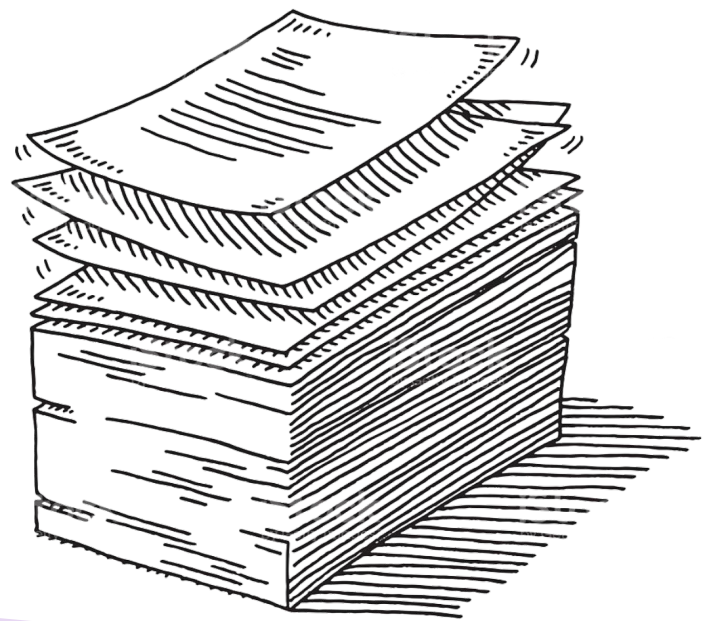
- Lack of an experienced HR expert
- Non-compliance issues and penalties
- Training your staff, seasonal staff, and part-time volunteers
- Catching up with the latest laws and updating policies

DOCUMENT LIBRARY

Get all the HR documentation you need! You'll have exclusive access to a secure, cloud-based HR library that offers unlimited document downloads and policy templates. In addition, we'll craft custom HR documents and prepare your HR Manual.

INCLUSIONS

- Unlimited HR Documents
- Unlimited HR Policies
- Anytime Access
- Dedicated Dashboard



Practical problems we solve

- Time and effort spent on research and writing policies
- Inability to validate the content of internet templates
- Challenges in revising the policies as per the latest laws

SAFER WORKPLACES



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Virtual H&S Walkthrough

Determine the effectiveness of your safety systems, identify potential threats, and ensure compliance with the OHS Act with our in-depth Health & Safety Walkthrough.

Dedicated OHS Expert

Get the support and assistance of a dedicated and experienced OHS expert who knows you and your organization.

Unlimited OHS Advice

Get unlimited, accurate, and honest advice on your queries regarding workplace health and safety from your dedicated OHS expert.

Health & Safety Manuals + Forms

Get all the necessary health and safety manuals and forms specific to your organization created according to the regulations mandated by the federal and provincial governments.

Practical problems we solve

- Having employees follow safety policies and procedures
- Determining exactly what compliance items are specific to your industry of operation
- Getting employees to understand the importance of topics such as PPE, violence and harassment prevention as well as the potential consequences for not following the protocols in place.
- Changing a safety culture that is old.





Let's Hire A-PLAYERS.

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Job Descriptions

Attract the right talent with accurate and tailored Job Descriptions drafted by us



Job Postings

Acquire top candidates in your industry through our targeted job ads



Flexible Models

Choose from flexible recruiting packages, including hybrid and flat-free models. Both options come with a 90-day replacement guarantee.



Background Check

Build a trustworthy workforce with our stringent background checks and social reference checks.

Practical problems we solve.

- Challenges in developing an efficient, diverse and targeted recruiting strategy
- Ensuring a stringent screening process and handpicking A-players
- Time, money, opportunity and effort wasted on mis-hiring and rehiring
- Delay in business activities and processes due to mis-hires/labour shortage

Recruitment Process



Onboarding Call

1 hour call where you meet with a executive recruiter who will be assigned to your account. During this time we review your company, position, and time lines.

Sorting Stage

We sort applicants, rank them and invite ones of interest to a further screening stage called the 1st interview. This stage is fully complete and we have our list of applicants going to 2nd interviews within 14 days.

Final Review Stage

Pass over as many A players we find in the round. On average 1-3. We will book final interviews with the client and applicants and at same time conduct background/reference checks if needed.

Evaluation and Final Review usually takes 1 week combined

Preparation Stage

Create job posting for LinkedIn or indeed, a spearing/headhunting list using our specialized tools and programs, landing page to direct applicants and building reporting tools. Usually takes 1 week from the time of onboarding call to the GO stage where we launch.

Evaluation Stage

1 hour in-depth interviews using the top grading method with 2 executive recruiters. Goal is to uncover A applicants only.

Offer Stage

Provide verbal offers, do negotiations and complete written contracts to finalize the process

HR Consulting Beyond Excellence



Get honest and accurate advice on critical HR matters from a team of seasoned human resources consultants.

GET STARTED 

What do we cover?



Compensation

Get our experts to review your existing compensation system and design a competitive structure that aligns with your compensation philosophy and business goals.



Investigations

Get assistance in conducting fair, efficient, and timely investigations on complaints related to harassment, discrimination, other misconduct, and workplace health and safety.



Custom Projects

Leverage our HR expertise and solve your specific HR challenges. Let us know what you need help with, and we'll provide customized solutions that suit your needs.



Full HR Outsourcing

Offload all your HR functions, including employee onboarding, performance management and terminations, to a team of qualified experts for a low, set monthly fee.

**Practical
problems
we solve.**

- Lack of time, budget, knowledge and workforce to execute critical HR functions.
- Losing focus on core business.
- Managing the employee lifecycle from hiring to exit.
- Addressing employee queries and finding resolutions.

A Revolutionary Way to Hire Employment Lawyers

Get unlimited employment advice for one reasonable monthly or annual fee

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What do we cover?

Unlimited Employment Law Advice

Get accurate and honest legal advice so that you can make the right decisions. You will have a team of seasoned lawyers at your service for immediate and unlimited counsel.

Unlimited Employment Contracts

Have your employment contracts written and reviewed by lawyers who know the nuances of employment law and have considerable experience preparing them.

Unlimited Termination Documents

Get well-drafted, strong and foolproof termination letters written by our employment lawyers for smoother exits.

No Surprises

Transparency is one of our core values, and we maintain the same in our prices. There are no hidden fees, outrageous hourly charges, or surprise fees.

We are affiliated with **HRC Law Professional Corporation** - a professional law firm that has a team of knowledgeable and accomplished employment lawyers.

Practical
problems
we solve.

- High hourly fee and financial retainers
- Difficulty booking lawyer appointments
- Limited consultation and documentation charges
- Billable hours and surprise charges

Client Testimonials



Dos Tacos
Retail & Hospitality



Janus Academy
Education



Big Brothers Big Sisters of London and Area
Nonprofit



Rainy River First Nations
Public Administration



B lesway
Transportation



St Marys Ford
Manufacturing

[View More Testimonials](#)



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Federation of
Independent
Schools



THANK YOU

ALL OAITH MEMBERS ARE ELIGIBLE FOR A

15% OFF

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