



HR Toolkit

Honeycomb have put together a list of essential and useful HR activities you can undertake to protect your business now. If you would like to discuss in more detail, or if we can be of any help to you in preparing and implementing them into your business, please reach out to us at hive@honeycomb.jobs or 028 96 20 70 50.

Advertising on a wide variety of platforms.

Developing Interview Questions.

Collation and shortlisting of CV's

Conducting recorded video interviews.

Equality and monitoring information.

Conducting company internal interviews or arranging / sitting on panel interviews.

Attending shortlisting videos with senior members of the company, giving feedback and recommendations.

An example of how we can help

Key HR policies and letters

There have been many changes as a result of the pandemic, through legislation and how we have adapted our workplace practices, and it's as important as ever not to overlook obligations and the benefits of good practice.

We've been sharing our new and updated policies, guidance, and letters to help clients communicate quickly and effectively with their teams. For ourselves and client companies, we are;

- Identifying policies and practice that need reviewed/updated including GDPR, sickness absence, annual leave, IT, social media and furlough
- Drafting relevant policies and letters to communicate changes and providing practical tips to managers using them
- Providing an opportunity for in-house managers and HR to share ideas through access to our specialist consultants

Whether you have a general or specific HR Query, or you need help updating policies and practices please reach out to us.

www.honeycomb.jobs 028 9620 7050 hive@honeycomb.jobs