

The HR  
CONSULTANTS

# YOUR HR GROWTH PLAN

Build a stronger, smarter business.



Growing your business is exciting, but as your team expands, HR challenges can slow you down. The key to scaling successfully? A solid HR foundation that supports hiring, onboarding, and retention. This guide will help you get the right systems in place, so you can focus on growth.

## The HR systems and policies you need.

Before you start hiring, ensure your HR fundamentals are sorted:

- Employment Contracts – Clear, legally compliant, and customised for your business.
- Employee Handbook – Policies, expectations, and company culture in one place.
- HR Software – Track time off, onboarding, performance, and employee records easily.
- Compliance and Legal – Stay up to date with employment laws to avoid costly mistakes.

Pro Tip: A solid HR foundation prevents future headaches and protects your business as you grow.



## When to hire and what to look for?

Hiring too soon? You'll waste resources. Hiring too late? Your team burns out. Here's how to get it right:

- Look at your workload – Where are your biggest bottlenecks?
- Prioritise revenue-generating roles – Sales, marketing, or service roles that drive growth.
- Support roles matter too – HR, finance, or operations help keep things running smoothly.
- Outsource what you can – HR, payroll, or admin functions can be handled externally first.



## How to onboard employees the right way?

A strong onboarding process makes new hires productive faster and keeps them engaged.

**Preboarding:** Send contracts, welcome emails, and company info before day one.

**First Week Plan:** Structure their first 5 days with training, meetings, and introductions.

**Buddy System:** Assign them a mentor or colleague to help them settle in.

**Check-ins:** Regular 30-day, 60-day, and 90-day touchpoints to track progress and engagement.

**Pro Tip:** Employees who feel welcomed stay longer and perform better.



## How to retain top talent?

Recruiting great people is one thing - keeping them is another. Here's how to build a team that stays:

**Fair Pay and Benefits:** Regularly review salaries & benchmark against competitors.

**Growth and Training:** Employees want career progression - offer learning opportunities.

**Work-Life Balance:** Flexibility, remote options, and realistic workloads matter.

**Strong Leadership:** Train managers to be great leaders—bad bosses drive people away.

**Company Culture:** Make your business a place where people want to work.

**Pro Tip:** Happy employees = higher productivity + lower turnover.

## Next steps: Let's build your HR strategy.

Don't let HR slow your business down, get the right structure in place now. If you need help, The HR Consultants can set up your hiring, onboarding, and retention strategy so you can grow with confidence.

Want expert guidance? Book a free HR call today.