

AGC HR Advice

Your human resource answers are just a phone call or email away.

AGC's HR Advice is designed to support members by providing answers to frequently asked human resource-related questions. Chapter members have unlimited access (via phone or e-mail) to our team of professional, certified consultants. Services are provided for members through a partnership with HR Answers, Inc., a premier local human resource consulting firm.

Through AGC HR Advice, enrolled members have access to:

- **FREE** unlimited telephone and e-mail support for any HR question
- **FREE** samples of forms, documents, policies, and employee handbook language
- **FREE** unlimited use and access via the HR Answers website to 14 resource guides and how-to guides (job descriptions, performance evaluations, etc.)
- **FREE** monthly e-zine *HR Advice*
- **20% DISCOUNT** on all additional services (see box)

Additional Services: 20% discount on hourly project work

- **Salary surveys**
- **Employee opinion survey**
- **Performance management**
- **HR audits/reviews**
- **Affirmative Action plans**
- **Recruiting assistance**
- **Investigations**
- **One-on-one coaching**

Enrollment/Authorized Users Form

To ensure your access to AGC HR Advice, complete the information below and return it to the chapter via e-mail. Please provide the name of at least one individual who is authorized to access these services (typically, these are individuals such as primary or principal contacts, personnel or HR managers, office managers, accounting/payroll, etc.). Upon receipt of this form, we will activate your access to AGC HR Advice and authorized individuals will be provided with information on how to take advantage of these services.

Company Name		
Mailing Address		
City	State	Zip
Phone	Fax	# of full/part-time employees:
Authorized Individuals: List individuals at your company who are authorized to utilize the services of AGC HR Advice (please make this information legible).		
Name	Title	E-mail

Authorized by: _____ Title: _____
(please print)

Authorized signature: _____ Date: _____

By signing this form, you give AGC Oregon-Columbia Chapter and HR Answers, Inc. permission to mail, fax or e-mail printed materials regarding relevant employment issues, services, training, and events.

E-mail completed form to alig@agc-oregon.org.

Contact HR Answers, Inc.: Portland Metro: 503-885-9815

Toll free: 877-263-4476

www.hranswers.com