



HR Outsourcing for Small Staff Associations

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Connecting Great Ideas and Great People

What can we outsource?

- Accounting
- Information Technology
- Recruiting
- Human Resources
- Publications/Communications
- Event Planning
- Government Relations/Lobbying



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Factors to Consider

- Free up staff time to focus on mission-related efforts
 - What can only *you* do that cannot be outsourced?
- Delegation of duties
- Levels of experience and expertise across staff



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Factors to Consider

- Cost!
- Freeing up salary dollars?
- Assurance of compliance
- Fast access to expert advice
- Customized services to suit your association's individual needs/culture



Why should (or shouldn't) we outsource HR?

- Who is responsible for legal compliance?
- Who handles payroll?
- Who oversees the performance management and discipline process?
- Who handles recruiting?
- Who deals with benefits? Training? Employee relations?



Where HR Outsourcing Works

- No dedicated HR position
- HR is incorporated into another position, i.e. Executive Director, CFO
- Dedicated HR position needs help with day-to-day tasks
- Short-term need for HR expertise/project



What HR Functions Are Best Suited for Small Associations to Outsource?

- Transactional tasks
- Time and expertise-intensive projects
- Recruiting/search



Recruiting Outsourcing

- Retained vs. Contingent vs. Temp-to-Hire
- Fees and guarantees
- Choosing a search firm vs. a recruiter
- Recruitment process
- Reference checking vs. background checking



How to find the right outsourcing partner

- Getting vendor referrals
 - Association peers
 - Other trusted vendors
 - Consultants
- ASAE Association Buyer's Guide
- One size does not fit all!



What should we ask vendors?



What should vendors be asking you?



What kinds of arrangements can we have with HR outsourcing vendors?

- On/off-site
- Can you have it your way?
- Outsourcing models
 - Retained
 - Hourly
 - Ad hoc
 - Project basis
 - PEO



What if HR outsourcing is not for you?

SHRM	HRPS
Local networking group	American Payroll Assoc
ASAE HR Listserv	ASTD
HR.com	World @ Work
I4CP	Assoc Conflict Resolution
Workforce.com	Jackson Lewis



Questions?



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