



Delaware Valley
FAMILY BUSINESS CENTER

www.dvfb.com

Member Consult Benefit



In partnership with **PROXUS**

Ensure the health of your HR function with a comprehensive assessment of your core employment practices, designed to minimize risk and maximize effectiveness.

Included in your DVFBC Membership is a Complimentary HR Check-Up. Please contact Brenda at 215.723.8413 or fill out the back of this form to start your Check Up.



**HR Document
Review**



**Compliance
Assessment**



**Report &
Recommendations**



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To get started, please follow and fill out the below form.

Step 1: Send Your Workplace Documents

Please send each of the following to jgreen@proxushr.com

1. Employee Handbook
2. Job Description
3. Job Application
4. Performance Review

Step 2: Let's Talk!

Provide your contact information below; we'll call at a convenient time to make sure we've received your documents and understand your goals.

Name: _____ Company: _____

Phone Number: _____ Email: _____

Convenient Time of Day/Week to Call: _____

Step 3: Review

The PROXUS team will review your documents to make sure you are in compliance with key regulatory requirements and HR best practices.

Step 4: Report

PROXUS will present a summary of our findings, explain any recommendations or action steps, and advise on any pressing HR issues you may currently be facing.