

Save time, stay compliant, develop and implement best practices and build your HR knowledge base. Cost-effective membership in **TMS Online™** provides your organization access to critical HR tools and resources that can help you effectively manage your workforce through the entire employee life cycle.

Basic Membership

- ◆ Access to 8 TMS Online Centers
- ◆ Unlimited downloads
- ◆ Annual HR Self-Assessment with Consultation
- ◆ 5 Web-based Business & Leadership Workshops seats
- ◆ 5% discount on other professional services
- ◆ Additional Memberships at reduced rates

Professional Membership

- ◆ TMS Online - Basic Membership with 2 to 25 Users* included
- ◆ Access to all Centers including Assessment & Development
- ◆ 25 to 150* Web-based Business & Leadership Workshop seats
- ◆ 5 to 30* Email/Phone consulting hours
- ◆ Preferred client workshops
- ◆ 15% discount on other professional services
- ◆ Additional Memberships at reduced rates

*Based on size of organization - Contact us for pricing!



TMS Online includes hundreds of tools, resources, checklists, guidelines and helpful tips divided into 10 centers.

- ◆ Assessment Center - Professional
- ◆ Development Center - Professional
- ◆ Engagement Center
- ◆ Performance Center
- ◆ Recruiting Center
- ◆ Benefits Center
- ◆ Compensation Center
- ◆ Compliance Center
- ◆ Payroll Center
- ◆ Policy Center

See the reverse side for a small sample of tools and resources available with membership. Don't waste any more time chasing answers to your HR questions - have the information you need at your fingertips by signing up now for TMS Online.

Contact TMS today to learn more.



◆ **TMSSelect™**

◆ **TMS Question Bank**

◆ **TMS Reference Check Guide**

- ◆ Becoming an Employer of Choice
- ◆ Competency-based Recruiting
- ◆ Interview Feedback Form
- ◆ Legal Interview Do's and Don'ts
- ◆ Organization Fit vs. Position Fit

◆ **TMS Leadership Checklist**

- ◆ Growth and Coaching Guides
- ◆ 360 Feedback
- ◆ Development Action Plans and Coaching Tips
- ◆ Employee Skills and Training Inventory
- ◆ Performance Development Chart
- ◆ Self Assessment

◆ **TMS Assessment Surveys**

- ◆ Addressing Performance Problems
- ◆ Delegation Checklist
- ◆ Job Description Library
- ◆ Performance Improvement Plans
- ◆ Performance Review Forms
- ◆ Team Building Checklist

◆ **TMS Talent Card**

- ◆ Change Readiness Survey
- ◆ Employee Values & Interests Assessment
- ◆ Employee Engagement Surveys
- ◆ Exit Interviews
- ◆ Rewards and Recognition Survey & Helpful Tips

◆ **TMS Business Diagnostic**

◆ **TMS HR Diagnostic**

◆ **TMS Sales Diagnostic**

- ◆ Exit Interviews
- ◆ HR Audit Checklist
- ◆ HR Metrics
- ◆ HR Needs Assessment
- ◆ Workforce Planning Checklist
- ◆ Talent Assessments

RECRUITING CENTER

DEVELOPMENT CENTER

PERFORMANCE CENTER

ENGAGEMENT CENTER

ASSESSMENT CENTER

POLICY CENTER

PAYROLL CENTER

COMPENSATION CENTER

BENEFITS CENTER

COMPLIANCE CENTER

- ◆ HR Audit Questionnaire
- ◆ Employee Handbook Library
- ◆ Employee Handbook Checklist
- ◆ New Hire Checklist
- ◆ Policy Library
- ◆ Termination Meeting — Helpful Tips
- ◆ Templates, Forms, Samples & Letters

- ◆ Compliance & Reporting
- ◆ Payroll Forms
- ◆ Payroll and Benefit Termination Guidelines
- ◆ Maintenance of Personnel Records
- ◆ Termination Checklist

- ◆ Are Your Compensation & Incentives Marketable — A Checklist
- ◆ Bonus Plans — Helpful Tips and Samples
- ◆ Compensation Audits — Best Practices
- ◆ Management Incentive Plans
- ◆ Annual Compensation Statement

- ◆ Benefits Policy Library
- ◆ Employee Benefits Checklist
- ◆ COBRA FAQ
- ◆ FMLA Fact Sheet
- ◆ Rewards & Recognition Survey
- ◆ Templates, Forms, Samples & Letters

- ◆ HR Audit Checklist
- ◆ Federal Labor Laws by Number of Employees
- ◆ Federal Record Retention Requirements
- ◆ Federal Reporting Requirements
- ◆ FLSA Exemption Worksheets
- ◆ Pay Practices FAQ

Contact TMS today to learn more.

www.tms-hr.com

Tel (919) 325-1583

info@tms-hr.com