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Sherwood Trust
Founded by Donald & Virginia Sherwood

HR Tune Up 2017 | FAQ

Why is HR Tune Up important?

A few years ago, an Idealist study found that 80% of nonprofit organizations do not have a designated HR professional on staff. Of those with a designated HR person, only 20% of HR staffers have formal HR training. Yet every nonprofit needs human resource strategies, policies, and processes that ensure compliance with city, state and federal laws, fair and professional workplace conduct and engaged and supported staff.

If you are like most nonprofits, and do not have a person with human resources training on staff. This can make it difficult to make the best decisions in how they support staff or ensure compliance with all of the legal requirements on employers.

Because of the multitude of laws affecting each stage of the employment process, we encourage all organizations to conduct an audit of their HR policies and practices. If you have not done an HR Audit recently or ever in the past- HR Tune Up is just the program for you.

What do I get by participating?

HR Tune Up is designed to audit your organization's current HR procedures and practices, and then offer implementable solutions to strengthen your HR practice. During the course of this cohort, your organization will receive:

- Up to eight hours of consulting support from volunteer HR professional;
- A comprehensive review of your current human resources policies, procedures, documentation, and systems;
- A report of the findings and recommendations to identify deficits and areas where you can enhance or strengthen the HR function;
- Guidance and support from your assigned HR professional to assist your implementation of two quick fixes to issues identified during your review; and
- Nonprofit Essentials Training (NET) session on "The Accidental HR Manager," an interactive workshop that explores seven common HR mistakes. It also provides a baseline of information on HR practices that help nonprofits support staff, comply with legal requirements, and manage HR functions well.

How do I apply to participate in HR Tune Up?

Go to https://www.surveymonkey.com/r/HR_TuneUP_2017 to apply. There are limited spaces in the Spring 2017 program, so act NOW! Applications are due by 4:30pm on March 9th, 2017.



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When does the program start?

The program launches on April 11th and runs till May 25th. If you are interested in participating in HR Tune up, please be sure to hold these dates on your calendar as you send your application!

What kinds of organizations would benefit the most from HR Tune Up?

Any nonprofit that does not have a dedicated HR professional on staff would stand to benefit through participation in HR Tune Up! Our [online application for HR Tune Up](#) and subsequent intake conversation will help assess if this program is a good fit for your organization.

How much does participation in HR Tune Up cost?

HR Tune Up is being offered for FREE for organizations based in the Walla Walla valley thanks to generous funding from Sherwood Trust.

We do require that you have a team of at least 2 members who currently oversee HR, including the Executive Director participate in the program and will be spending about 5 hours in sessions and meetings with the consultant.

My organization is interested in HR Tune Up, but we are not in Walla Walla. Would you be offering HR Tune Up again in Seattle?

HR Tune Up is our HR-focused cohort for Spring 2017, and is being offered only to organizations in the Walla Walla valley. If you wish to participate in Seattle-based HR action-learning cohort [HR Toolkit](#), please email bridget@501commons.org, and we will inform you when a new session is planned in 2017-18.

Who is 501 Commons?

A: 501 Commons' mission is to boost the capacity of nonprofit organizations to thrive over the long term and effectively serve the community. Our focus is to help nonprofits to be more resilient and effective so that individuals, families, and communities benefit from their services, and we achieve that with our broad range of services, which include management consulting, ongoing and project-based HR and financial services, and technology and database consulting. You can find out more about 501 Commons at our website <https://www.501commons.org/>.

Do you have additional questions about the program? Contact Pragya Madan at pragya@501commons.org