

Products and Services Guide



ASTRON
SOLUTIONS

Expertise

Astron Solutions is a human resources and compensation consulting firm dedicated to the delivery of high-quality consulting services and supportive technology. Our **focus** is two-fold:

- Develop and implement **affordable** compensation and performance management programs that support the strategic direction of organizations through the creation of a positive employee relations environment.
 - Develop and implement programs that impact an organization's two most important HR concerns: **rising HR costs** and the ability to remain free of **organized labor influence**.
-

Reasonable Pricing

Astron provides the quality and breadth of HR management consulting services you would expect from large consulting firms, at a cost similar to those charged by sole practitioner consultants. Astron is **unique** in that we offer **one price consulting** - a set price for a project that includes all fees and expenses.

Complete Packages

Astron offers organizations a complete, **customized** HR package including advice, innovative program design and user-**friendly**, web-based software.

Consulting Specialties

Astron's **consulting services** focus on the areas of total cash compensation, internal job-based pay, external market-based pay, rewards and recognition, performance management, communication tools, and employee surveys.

Flare™ Web-Based Talent Management Suite

Astron's **Flare™** provides the human resource professional with a series of **web-based tools** to aid in the day-to-day administration of most HR programs:

- Job Descriptions and Point Factor Job Evaluation
 - Job Posting / Job Bidding
 - Position Market Pricing
 - Human Capital Audit
 - Learning Management System
 - Pay for Performance
 - Incentive / Sales Commission Tracker
 - Staff Advancement Monitor™
 - Finders Keepers™ (includes First Impressions™, 360 Degree Reviews, and Opinion Surveys)
 - Applicant Tracking and Onboarding
 - PeopleClues® Pre-Employment Testing
 - Time and Attendance
 - The Wildfire Coach®
 - Performance Management
 - Total Rewards Statements
 - Salary Forecasting
 - Exit Interviews and Analysis
-

Consulting Services

Astron's focus is on the design and implementation of programs that impact an organization's two most important human resources concerns: rising human resources costs and retaining qualified staff. Astron's consulting services focus on the areas of total cash compensation, employee surveys, rewards and recognition, performance management and employee communication.

Compensation Outsourcing Services

Do you have many projects you need to tackle during the year? Contact us today to explore how Astron can help you manage some of those projects at a mutually agreeable annual retainer. This is a great option for dealing with larger-scale compensation projects and HR efforts requiring a combination of services.



Compensation Strategy Design

Astron will work with you and your organization's senior team to determine the target market level, competitive organizations, and geographic concerns that are critical for making future compensation and benefits decisions. After we review your organization's strategic plan, we use a combination of in-service education and thought-provoking questions in a group setting to elicit discussion and reach consensus.

Sales Compensation Design

We will work with your organization to design a sales compensation plan that motivates your sales force like never before, while keeping the organization moving towards its strategic goals. We can also develop non-cash based sales compensation plans for those employees your organization wants to involve more fully in the sales process.



Internal Pay Strategy Design

Our consultants will work with you to develop a custom job evaluation plan that addresses the relative value of jobs within your organization. We will partner with you to develop a job description system using your current information, to save you and your managers the added time and expense of providing new job documentation.

External Pay Strategy Design

Based upon your organization's needs, Astron Solutions can offer you external pay strategy design consulting in two ways:

- **Published Survey Data:** Based upon your organization's compensation philosophy and the information contained in job descriptions, Astron will conduct an analysis of the base pay market of job titles you select. Astron then will analyze these titles using our databases of published compensation data. The focus of the comparison will be the appropriate labor market / peer groups as directed by your organization's compensation philosophy. We can also analyze the jobs by geographic information.



- **Custom survey:** Astron Solutions can perform a customized survey to use when analyzing and / or designing your organization's pay strategy. Astron will develop a custom survey input document, which will be reviewed by your organization to ensure all desired data is captured in the survey. After other organizations agree to participate in the survey, Astron will distribute the survey, collect the results, and compare these to your organization.

Self-Funded Incentive Compensation Program Design

A well designed incentive compensation program focuses your employees on collective success. Being compensated for reaching departmental or organizational objectives builds teamwork, suppresses an entitlement mentality, and gets your employees working toward a common goal.

Career Progression Program Design

Our career progression programs define varying levels of job complexity and employee competency, along with the appropriate pay range for each combination. Astron provides you with the framework you need for recruitment and promotional planning, and training identification.

Exit Analysis Services

Astron will create a questionnaire, customized by your organization, to help pin down the reasons why your turnover is the way it is. Once the customized survey is agreed upon by both parties, it is distributed to former employees. They can be filled out either in paper or electronic formats (web-based). After the surveys go live, Astron will provide your organization a report about findings and trends from the returned questions every quarter. You can take this information and use it to help slow down turnover and its associated costs.

Performance Management Design and Implementation

Your system will be customized to ensure that key organizational values and measures are included, while taking a user-friendly approach to performance management. We will create as many variations of your system as needed: one form for all employees, or different forms for different organizational levels or lengths of service.

FLSA Audit

Are you confident that your organization is in compliance with current wage and hour laws and regulations? With recent changes and increased scrutiny of FLSA regulations, it is important that your positions are properly classified. Astron will:

- Review your current job descriptions and determine whether each is Exempt or Non-exempt based on current provisions of the law.
- Provide you with a report that includes historical information of the law, explanations for how job classifications were determined, and recommendations for implementation of changes in the classification of positions.





ASTRON
SOLUTIONS

FLARE™: ENTERPRISE EDITION TALENT MANAGEMENT SUITE



It's difficult to achieve your strategic HR goals effectively and efficiently using a patchwork of HR systems. Astron Solutions' Flare™ Talent Management Suite offers you a consolidated framework for managing your employees' needs from their first day to their last. With Flare™'s component foundation, you can use one or all of our modules to customize to your organization's needs.

FLARE™: ENTERPRISE EDITION

All modules include:

- Message boards
- Password protection
- Data archive
- Upload of employee information and reporting relationships
- SAS70 and SSL system data security
- Unlimited users and employees

Data is housed on secure servers with 99.9% uptime. Prices of modules are for one-time purchase that includes initial customization to meet your organization's needs. There is an annual hosting and maintenance fee of \$3,000 after the first year per organization regardless of the number of modules purchased.

Performance Management Module

Recreate your organization's performance review forms with an entirely Web-based platform. Appraisal forms can be updated at any time. Each employee's appraisal can be pre-populated with job description information and other desired demographics. The Performance Management Module has embedded validations to ensure that all required fields are completed. This module also performs calculations of all mathematical tabulations to ensure accurate scoring. Other features of our system include:

- Self-reviews
- HR approvals
- Summary reports
- Second line manager approvals
- Electronic or traditional paper signatures

Pay for Performance Module

This module makes determining merit increase awards a breeze. In three easy steps, all employees will have a merit increase percentage assigned to them. First, the system captures your employees' demographic information and performance appraisal scores. Next, you enter your merit matrix and determine which groups of appraisal scores should receive increases of a particular size. Then the module does the rest. You'll meet your merit increase budget time and again, and you'll have the reports you need for senior management. Calculates increases as a percent of base pay, lump sum, or a combination of both. Factors such as position in range (compa ratio) and performance appraisal score can be tied to the increase process.

Salary Matrix ?

EMPLOYEE	2009 APPRAISAL SCORE	GUIDELINES	TOTAL MERIT %	TOTAL INCREASE (\$)	CURRENT SALARY	NEW SALARY
Collins, Chris	Meets Requirements	2%-5%	3.00	\$3,000.00	\$100,000.00	\$103,000.00
Gil, Chris	Does Not Meet	0%-2%	0.00	\$0.00	\$50,000.00	\$50,000.00
Paul, John	Does Not Meet	0%-2%	1.33	\$1,000.00	\$75,000.00	\$76,000.00
Total			1.3%	\$4,000.00	\$225,000.00	\$229,000.00
Budget			1.3%	\$4,510.00		

Job Description Module

With this module, you can design job description templates and edit these templates at any time. Authorized staff will have rights to automate job description updates and to make recommended changes to job descriptions, reserving the final updates and approvals for HR. This module also has the capacity to develop and edit competency templates.



Staff Advancement Monitor™

This module enables you to develop recommended primary and secondary competencies and developmental activities required for an employee to be eligible for promotional consideration. You can view a listing of all participating employees, as well as their mentors and targeted growth position(s). Users can upload Adobe Acrobat copies of participants' résumés or other biographical documents provided by your organization. Search within the organization to find an employee who fits the position or identify employees for advancement by tracking their progress. The module pre-populates each participating employee's file with current information. Our embedded validations ensure that all required fields are completed. Generate summary reports for HR's review and use in administering the program.

Finders Keepers™

When organizations conduct employee surveys, information on employee satisfiers and dissatisfiers come to the surface. Armed with this information, your organization can make positive changes to stem undesired turnover and reduce related costs. Use this module to improve your organization's on-boarding process or to create an organization opinion survey or a department survey. Create users and assign access rights to these different users to secure what they can and cannot see. Authorized users can create a survey at any time. Includes Employee Opinion Surveys and 360 Degree Performance Reviews.



Job Posting / Job Bidding

- **Job Posting:** HR and users who have access rights can post open positions within the organization. Employees can apply for a position with the click of a button without sending any information directly to a manager. The hiring manager can view the employee's credentials and résumé from the system.
- **Job Bidding:** Even though a position may not be vacant, users can place a bid for a desired job. When that position becomes available, a manager can see whether anyone is interested in the position before posting it. A candidate may be the right fit and already in the queue, saving you time and money from posting and searching for someone.

Point Factor Job Evaluation Module

This module allows HR to analyze existing job descriptions to point and grade them to ensure consistency throughout the organization. This module also creates consistent templates by job category or job function.

Incentive / Sales Commission Tracker Module

Track your organization's sales for each employee and location. Utilize the built in calculations which your organization's administrators can update at any time. These calculations will determine which types of incentives each team member will receive. Export detailed reports in PDF or Microsoft Excel spreadsheets.



Salary Forecasting Module

Don't be caught off guard by payroll overruns. Use Flare™'s salary forecasting module to accurately estimate your organization's payroll costs by month or payroll period. Model your payroll expenditures for the coming twelve months, while accounting for overtime, temporary positions, new hires, and reductions in force by attrition or layoff.

Exit Interviews and Analysis Module

This module allows you to create your own questionnaires for completion by former employees. Once that data is collected, you can identify and analyze reasons why employees have left the organization. Knowing what satisfies and dissatisfies employees can help you work to reduce turnover and associated costs. Other features include:

- Ad-hoc reporting
- Create detailed reports by organization, department or unit, manager or supervisor
- Create users and assign access rights to these different users to secure what they can and cannot view
- Utilize the module's third party normative database for external benchmarking

Position Market Pricing Module

Does your organization purchase multiple salary surveys to do external benchmarking? Now you can organize those salary surveys into one location by uploading them into the Flare™ Market Pricing Module. Once the surveys are uploaded, your organization's HR Department can run salary data queries and find job titles that match across all surveys in the module at any time. Users can see breakouts by industry, organization size, location, region, and much more. The uploading process is simple, and your organization can upload additional surveys at any time. Features of the Market Pricing Module include:

- Instantly age survey to a common effective date
- Blend multiple jobs for hybrid pricing
- Export reports into an Excel spreadsheet
- Print out survey job descriptions
- Save job matches in your job title bank
- Level job matches
- Apply geographic factors to national or regional data

PeopleClues® Pre-Employment Testing

Complement your current hiring processes with PeopleClues®. This module is a statistically significant, valid and reliable web-based testing system that provides you with keen insights into candidates. After candidates answer questions as part of a 15 minute assessment, you can run analyses showing the person's potential fit for and success in various roles. Along with an overall suitability assessment and findings from several job related dimensions, PeopleClues® provides you with targeted interview questions to further explore candidates' strengths and weaknesses. You can also use this system to determine suitability of candidates for promotional opportunities and internal job transfers.

Total Rewards Statements

You know how much your total rewards programs are worth, but do your employees? They will if you're using Flare™'s total rewards statement module. Updated in real-time with salary, variable compensation, and benefit cost and value information, the module provides secure access for employees to understand just how much they mean to your organization.



Applicant Tracking and Onboarding

This module streamlines your applicant tracking and onboarding processes to facilitate a "green" approach to recruitment. Prospective employees can enter their information directly from your organization's job portal, or through any of the major recruitment sites. Easily route résumés internally and document hiring decisions through the module's functionality. Once you've made your hiring decision, the module provides several tools for ensuring the onboarding and related paperwork facilitate a seamless transition of the new hire into your organization.

Learning Management System

Learning doesn't stop after orientation. To ensure your employees continue to learn and grow, utilize Flare™'s Learning Management System. With over 130 courses covering a wide range of Human Resource, Management, Safety, and general business topics, you're sure to find the ease and budget friendly fees offered by on-line training to be an effective means for both growing your organization's internal talent and expanding your organization's total rewards offerings.

Time and Attendance

Still using paper timesheets to keep track of attendance? With Astron's time and attendance module, you free yourself from the inaccuracies and "paper chase" associated with a manual system. The module is configurable to your organization's unique payroll rules, as well as state and federal payroll requirements. Daily overtime? Not a problem. Need to schedule vacation time? Check. The module provides you with the checks and balances you need, in an easy to use format.

Human Capital Audit

Make sure you're using your employees' talents to their fullest with the Human Capital Audit. The module links key position competencies to your employees' skills to identify developmental gaps and opportunities for strategic redeployment. With the proper alignment of employees skills and organizational needs, group success is sure to follow.

The Wildfire Coach®

Are your employees facing challenges working up to their potential? The Wildfire Coach® will help you to understand whether the root causes are internal to your organization or are from the external environment, while providing supportive consulting and advice on necessary action steps. The module goes beyond a technology-based solution to include individual, confidential coaching sessions for employees focused on resolving issues and moving forward productively.

The Astron Solutions Speakers Bureau

Are you looking for a top-notch presenter for your human resource meeting? Astron Solutions' National Directors Jennifer C. Loftus and Michael Maciekowich present highly rated sessions on a variety of compensation and employee retention issues. They are available to share their extensive HR knowledge with your organization.

Our most popular presentations include:

- "Spinning Gold from Straw: Low-Cost Employee Retention and Motivation Tools"
- "I Said it Was the Money...But I Lied: The real reasons why employees leave organizations"
- "So Why Should I Work for You? Developing competitive total compensation packages in smaller organizations"
- "Creative Compensation and Total Rewards to Attract and Retain Employees from Different Generations"
- "Clinical Career Paths that Work"
- "SMART: Strategic Management Assessment Review Tool"
- "The 'CAR' Methodology for Retention of High Performing Employees"

Our most popular topics include:

- Using incentives in the non-profit world
- What's Just Over the Horizon: Compensation and Benefits Trends for the coming year
- Motivating employees in stressful work environments
- Career pathing programs that provide solutions to advancement, compensation, and staffing issues

Our Speakers



Jennifer C. Loftus, MBA, SPHR-CA, GPHR, CCP, CBP, GRP. Jennifer is a dynamic speaker, specializing in topics regarding employee retention strategies, labor market trends, and human resource automation. She has appeared on Cold Pizza, ESPN2's former morning talkshow, CBS2 News, New York City's affiliate, BusinessWeek TV: Money Talk, a nationally syndicated program on ABC, and WNET, New York City's PBS affiliate, on The Employment Channel. Jennifer has presented to national conferences of SHRM, SHRM's Employment Management Association (EMA), and ASHHRA. She has presented to other groups including HR Southwest, HR Star

Conference, Association of Healthcare Human Resource Administrators (AHHRA - NYC), Texas State Human Resource Association, Acadiana Society for Human Resource Management, Central NY Society for Human Resource Management, the Business Council of New York State, HR/NY Manager's Forum, HR/NY's Not-for-Profit SIG, CUPA, PANO, IGCC, and Tri-State Relocation Services.



Michael Maciekowich. Mike is a highly-rated speaker specializing in compensation program design. He often speaks at the national conference of the American Society of Healthcare Human Resource Administration (ASHHRA) regarding healthcare compensation and performance management strategies. In addition, he has presented to local ASHHRA chapters including those in New Jersey, Connecticut, Massachusetts, New York State, and New York City. Mike has presented to numerous Society for Human Resource Management (SHRM) organizations including Central New York SHRM, Mohawk Valley SHRM, Acadiana SHRM, Niagara Mohawk SHRM, Northwest Indi-

ana SHRM, Capital District SHRM, Mid-Hudson SHRM, Southwest SHRM, the Glens Falls Personnel Association, and Space Coast SHRM. He has also presented to HR Stars (Atlanta), Blackhawk Human Resource Association, IHA Human Resource Conference, Healthcare Association of New York State (HANYs), and Massachusetts Hospital Association's Annual Labor Forum. In addition, Mike has also conducted several one-day seminars on the future of compensation program design, sponsored by the New York State Chapter of the Society for Human Resource Management.

About Astron Solutions

We have helped over 300 organizations realize their human resource goals. Astron Solutions is a New York-based consulting firm dedicated to the delivery of human resource consulting services and supportive technology. We work nationwide to develop and implement human resource programs that support the strategic direction of organizations through the creation of a positive employee relations environment.

Contact Us

For more information on having Jennifer or Mike speak at your next tradeshow, conference or meeting, please contact Cassandra Carver, at 212-792-8880, or via e-mail at cdcarver@astronsolutions.com. Feel free to visit our website at www.astronsolutions.com to learn more about Astron Solutions. We look forward to hearing from you!

ASTRON SOLUTIONS

Jennifer C. Loftus
National Director

505 8th Avenue, Suite 2200

New York, NY 10018

Direct: 212-792-8885

E-Mail: jcloftus@astronsolutions.com

Website: www.astronsolutions.com