



## Strategic HR for Mission, Vision, Core Values and Org Chart

The practice of human resources goes hand in hand with the strategic outlook for your organization. People are your most important asset as a company.

### Mission and Vision

It is our recommendation to put together both a mission AND a vision for your company. A mission statement focuses on today's goals and what an organization does to achieve it. A vision statement focuses on tomorrow and what the organization wants to ultimately become.

We recommend that you put this mission and vision statement on your organization chart, within your handbook, and even on offer letters, to make sure you are emphasizing the importance to your people and aligning their efforts.

An example of Flex HR's mission and vision statement:

**Mission: To be irreplaceable as strategic and problem-solving HR and payroll business partners.**

**Vision: To revolutionize human resources outsourcing to help businesses maximize their people.**

### Organization Chart

There are various organization chart types that you can use and they vary by industry and management style. It is certainly important to have one for your company and keep it updated, both as a recruitment device but also as an employment retention device. Whenever possible, an employee should be able to find themselves on an organization chart and the company should use the chart to celebrate milestones.

Here are a few organization chart structures:

- Hierarchical organization structure with the highest ranking officials at the top.
- Functional organization structure uses the principles of establishing the highest ranking official and groups according to functional groups.
- A matrix organization structure can show the complexity of reporting to multiple teams or departments.

### Core Values

We recommend putting together a group of core values. We see 5-10 core values, usually, within an organization. You can make them as specific or as simple as you'd like, although we recommend giving examples within the core values. This allows for employees to better understand what you mean by the core value. At Flex HR we align our core values with the performance review and certain town hall meetings, in order to drive home the importance of the core values.

An example of Flex HR's core values:



## Flex HR Core Values

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- 1) **We value customer delight: We strive to delight our customers and provide results-oriented service for them.** We value the relationships that we develop with them and represent a can-do attitude for them.
  
- 2) **We value our company's success: We are here because of past success at the company and want to provide its continued success.** We work with multiple clients in different industries, which diversifies what we do and enhances the success of our company. We jump on priorities for the business if it means it will sustainably increase revenue.
  
- 3) **We value ethics and high moral standards: We agree to uphold the best interests of our clients, vendors, team members, and company.** In all instances we want to be sure that what we write or what we say (and in all ways that we communicate), we represent the company with high ethical and moral standards. In general, anything we write or say would show our company in the best light if it were on the front page of a newspaper or part of a TV broadcast.
  
- 4) **We value teamwork: We celebrate accomplishments together as a team and are excited for our company.** We will take regular coffee breaks together to celebrate big wins and to hear team announcements.
  
- 5) **We value one another's time: We see a potential bad situation before it happens and alert the correct people internally to ask for help.** We also make a plan for when someone will be gone or when an obstacle arises. We use technology and innovative solutions to help with our jobs. We can do our jobs from an office or our home. If there are any bottlenecks in our job, we alert our manager.

### Telling Your Story

It is important in an organization to tell and re-tell your story. You can make sure to help people feel like an integral part of the organization by including the story in the employee handbook and referring back to it on a regular basis.

An example of Flex HR's story:

### Flex HR Story

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Flex HR was started in 2001 by Jim Cichanski as a way for companies to easily be able to maximize their most important asset: their people. We provide a very flexible solution for businesses to run a human resources and payroll department with our expertise. At Flex HR, we strive to delight our clients and use our knowledge to help make the management of our client's employees seamless and to help them achieve their mission and vision.