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Your Guide to Membership

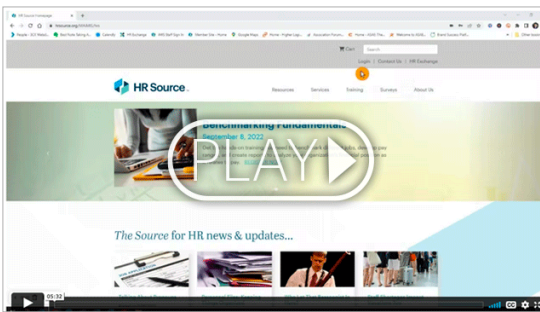


We're so glad you've joined HR Source and we're here to help you make the most of your membership. In this guide, you'll find essential information regarding your member benefits. Please take advantage of everything HR Source has to offer. Remember, we're here to serve as your invaluable ally in all things HR.

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Get started at www.hrsource.org

To start, watch this short [website tutorial](#):



Ready to take advantage of membership? Sign in to hrsource.org and begin exploring. If you've forgotten your password or need to create one:

1. Navigate to our [Sign In page](#).
2. Click *Forgot password?*
3. Enter your *Username* (your work email address), click *Submit* and you'll receive an email directing you to reset your password.

A message from Mary Lynn.



[Hear from our CEO](#), Mary Lynn Fayoumi, in this short welcome video.

Make use of the HR Hotline.

We'd love to hear from you! Our most popular service, the [HR Hotline](#), is an invaluable resource to help you work through wage and hour questions, draft new employment policies and tackle your toughest employee relations issues. Save our number in your favorites or speed-dial, and call our HR experts and employment attorneys any time you have a question.

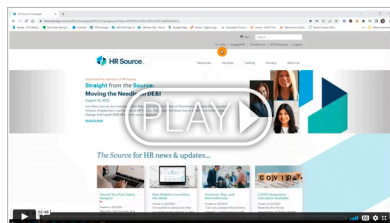
- ▶ **Call:** 800-448-4584
- ▶ **Email:** hotline@hrsource.org
- ▶ **Submit** your questions [online](#)

As a reminder, our HR Hotline hours are Monday through Friday from 8:00 a.m. to 4:30 p.m. central time.

Explore our surveys.

Our in-depth surveys give you **clear insight into your compensation, benefits and workplace practices** in comparison to the marketplace and within your geography and industry.

- ▶ This [video](#) provides a brief overview on how to access and participate in our surveys:



- ▶ [Download our most popular compensation and benefits surveys](#), free with your first year's membership.
- ▶ [Download several members-only, complimentary surveys](#), including our Workplace Inclusion Survey, HR Outsourcing Survey and more.
- ▶ Use our [Salary Estimator](#) to quickly find an average salary for a job in the Chicagoland market.
- ▶ [Participate in our surveys](#) to continue receiving free reports.

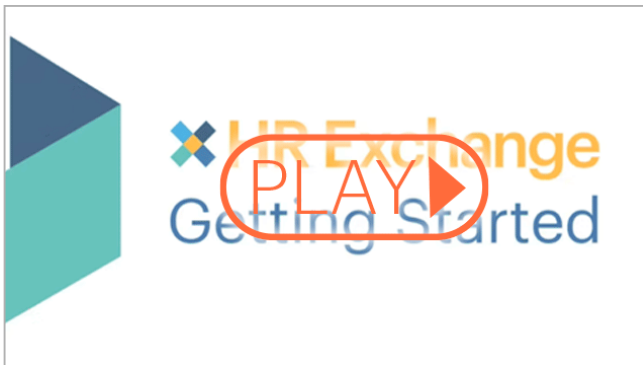
Join the HR Exchange.

The [HR Exchange](#) is a collection of online communities where HR Source members can connect and interact to ask questions, collect data, share best practices, and generally reap the rewards of being part of an association.



*A community for **HR Source** members*

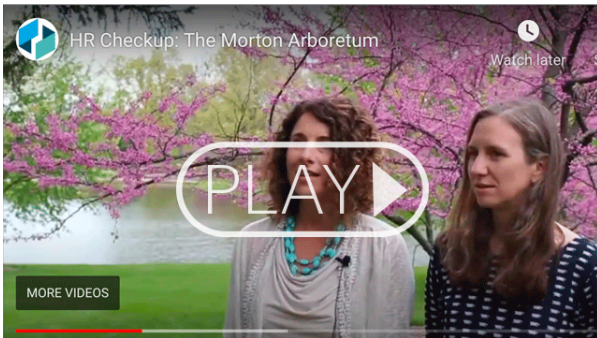
This short, how-to [video](#) makes it simple for you to get started:



Schedule your HR Check-Up.

Your HR Source membership entitles you to a [complimentary HR Check-Up](#)! Spend up to three hours with one of our HR consultants or employment attorneys discussing your current projects and challenges, or just allowing us to review your practices and procedures in general.

Learn more about what to expect by [hearing a member's perspective](#) on their experience:



[Schedule your HR Check-Up online](#) or call us at 800-448-4584.

Use your training discount.

HR Source members always receive a significant discount on our public training programs. View our [Training Calendar](#), and don't forget to log in to ensure that your discount is automatically applied.

And, **new member organizations receive an additional 25% discount** on any of our public training programs during their first membership year! And that means your entire organization!

So, if you have an HR team member, manager or supervisor to send to a program, the discount also applies to them.

Misplace your discount code? [Contact us](#) for help.

But wait ... there's more!

We offer a variety of resources and professional services to help you stay informed, take on projects, complete tasks, and meet your compliance obligations.

The Source: Our weekly e-newsletter keeps you knowledgeable and current. [Manage your subscriptions here.](#)

HR Field Guides: A [curated collection](#) of guidance for navigating the field of HR.

Straight from the Source: These complimentary, members-only, monthly webinars address HR Hot topics and trends. [Watch past recordings](#) of these informative sessions and get updates on when to catch the next one!

Professional Services: From document support to full project design and implementation, we'll supply you with the support you need to get the job done. And don't forget, as a member, you'll receive a discount on our [services](#).

Here are just some of the services we offer:

HR Services

- ▶ [HR Support & Special Projects](#)
- ▶ [Recruiting](#)

- ▶ [Affirmative Action Services](#)
- ▶ [DE&I](#)
- ▶ [HR Assessments](#)

Compensation & Benefit Services

- ▶ [Compensation System Design](#)
- ▶ [Survey Data for Benchmarking](#)
- ▶ [Employee Benefits](#)
- ▶ [Benefit Satisfaction Surveys](#)

Legal Services for Members

- ▶ [Harassment & Discrimination Prevention Training](#)
- ▶ [Employee Handbooks](#)
- ▶ [Labor Law Posters](#)
- ▶ [Employment Law Services](#)

Surveys

- ▶ [Employee & Customer Surveys](#)
- ▶ [Custom Surveys](#)

Training & Development

- ▶ [Assessment Offerings](#)
- ▶ [Executive Leadership](#)
- ▶ [Coaching](#)
- ▶ [Performance Management](#)
- ▶ [Onsite Training](#)



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