

Our HR experts will create a strategy to align with your organization’s strategic vision. From the execution of HR initiatives to serving as a full-service outsourced HR Department, the services below can be structured to fit your specific needs.

	HR Strategy Consultation Fee-Based	HR Project Project Management Fee-Based	HR Management Outsourced HR Department Billed Monthly
Policies/Compliance	✓	✓	✓
Employee Handbook		✓	✓
Employment Policies & Practices	✓	✓	✓
HR Procedures/Practices	✓	✓	✓
HR Recordkeeping		✓	✓
Employment Law Compliance	✓	✓	✓
ADA/FMLA/COBRA/FLSA and Leave Administration		✓	✓
HR Audit		✓	✓
Performance Management	✓	✓	✓
Job Descriptions		✓	✓
Performance Management	✓	✓	✓
Performance Improvement Plans		✓	✓
Corrective Action		✓	✓
Employee Engagement	✓	✓	✓
Engagement Initiatives	✓	✓	✓
Feedback Surveys		✓	✓
Employee Coaching	✓	✓	✓
Management Coaching	✓	✓	✓
HR Hotline		✓	✓
Retention Initiatives	✓	✓	✓
Culture Management Strategies	✓	✓	✓
Succession Planning	✓	✓	✓
Compensation & Benefits	✓	✓	✓
Compensation Plan & Admin		✓	✓
Payroll/HRIS Implementation/Admin		✓	✓
Recognition & Rewards	✓	✓	✓
Benefit Plan Administration		✓	✓
Open Enrollment Administration		✓	✓
Training & Development	✓	✓	✓
Career Development Planning		✓	✓
Professional Development		✓	✓
Onsite Training		✓	✓
Sourcing Professional Development		✓	✓
Strategic Staffing Management	✓	✓	✓
Recruitment/Selection/Hiring		✓	✓
On-Boarding		✓	✓
Pre-Employment Assessments		✓	✓
Applicant Tracking & Reporting		✓	✓
Additional Services			
Labor Law Poster Service		✓	✓
Pre-Employment Assessments		✓	✓