



## HR CONSULTING SERVICES

### SETUP

Select and Implement an HRIS	Set up workers comp vendor
Create Employee File Folders (benefits, payroll, LOA, Employee Relations)	Create Job Descriptions for Current and Anticipated Roles
Create New Hire Packets	Create Bonus and/or Merit-based Procedure
Create Company Handbook	Implement Benefits, Insurances, Office mgt.
Order Compliance Posters	Establish Affirmative Action Plan Procedure
Write New Hire Procedure	Review or Create Severance Agreements
Write Termination Procedure	Establish Investigation Procedures
Set up Benefits Services	Create IIPP
Create Offer Templates	Create Recruiting Process and Procedures

### MANAGING HR FUNCTIONS/RECRUITMENT

### RECURRING PROCEDURES

Onboarding/Offboarding	Review Handbook Annually
Employee Relations	Rollout Training (required and soft skills training)
Investigations	Create Affirmative Action Plan/ Address Goals
Leave Administration	Write offer letters
Immigration Liaison	Handle employee data and files
Compensation Management	Conduct Periodic Safety Review and Training
Full Cycle Recruitment	Conduct I-9 Audits
Perform Background Checks	Manage Merit and Review Process

### PARTNER COMMUNICATION

### PROJECTS

Manage Leave Administration	Strategic Assistance with Succession Planning
Handle EDD Inquires	Partner on M&As

### BUSINESS OPERATIONS

<b>Support Accounting with Entity setup:</b>
Business Insurance-Workers Comp, General Liability, Commercial Property etc.

(This list of services includes a standard list of services. Other HR services are available)