

# HR, Compliance, Training, and Recruiting Solutions

(801) 685-8400



Managing your people resources is a challenging, yet important task.

### Consider the following questions:

- Are you compliant with the many employment laws?
- Are you recruiting and retaining the right people?
- Do you pay too much, or too little, for talent?
- Are pay and reward programs perceived as fair?
- Do you have a positive, productive work environment?
- Do you have clear, consistent policies and practices?
- Do HR practices align to support business strategy, driving desired results and behaviors?

HR Service, Inc. provides support and solutions to these and other important challenges, impacting business performance. Small organizations use us to provide professional-level HR department-type solutions, often eliminating the need to hire full-time expertise. Larger organizations which already have an HR team, use HR Service, Inc. to help recruit high quality talent, to review their legal compliance, and for employee and leader training solutions.

### HR SERVICE OPTIONS

HR Service is the solution for HR support packages, compliance assistance, training and recruiting. The following is an overview of these services. Call for a free analysis to see how we can help with your most important asset – your people.

### PACKAGE OPTIONS

#### HR Basic

Designed to give core HR department needs and support, this program includes the following:

- Employee handbook design and maintenance for compliance and clear communications.
- HR hot-line support, to call or e-mail for help with employee challenges and compliance questions.
- Forms, templates and resources, to deal with every type of need or transaction: application, payroll, appraisals, pay changes, Cobra, terminations, agreements, etc.
- Training: Quarterly training in critical laws and HR best practices.
- HR Newsletter: Receive “HR Solutions”, a people management resource, providing ideas and solutions to common employee challenges and compliance issues.



#### HR Essential

In addition to the services provided in HR Basic, the Essential package includes the following:

- HR Review/Audit, to identify compliance risks and missing HR best practices.
- Project and on-site assistance of up to one-hour per month, to help with your highest HR priority or administrative functions, like worker’s comp, unemployment or orientations.



**How well do you manage your most important asset?**

- Employee Opinion Survey, conducted annually, keeping you informed about attitudes, job satisfaction levels and opportunities for improvement.
- Leader and safety handbooks guiding employment decisions, employee interactions and keeping you safe.

## HR Full Service

For more intense, proactive, hands-on assistance, the Full Service package helps build and sustain HR infrastructure with support from our entire team of experts. In addition to services performed in the HR Basic and HR Essential packages, this program helps perform HR functions like employee relations, compensation, benefits, training, legal compliance, performance improvement, safety, orientations and more.

## STAND-ALONE SERVICE OPTIONS

In many instances our clients only need a specific service like recruiting, HR compliance reviews, employee performance system, employee opinion surveys, handbook design, leader training or employee training.

### Recruiting

- Executive-level search effort for hourly and salary positions, with guaranteed results.

### HR Compliance Review

- Check legal compliance and use of best practices.

### Employee Performance System

- Drive results using a clear system of accountability.

### Employee Opinion or Leader Effectiveness Survey

- Employee perception pulse.

### Handbook Design

- Review and update employee, leader and safety handbooks.

### Training

- Skill-based leader and employee training, at client's facility or our training center.

## About HR Service, Inc.

We are experienced HR experts specializing in HR, compliance, training and recruiting solutions that get results. We help with any people management challenge, need or service. Call for a free consultation at (801) 685-8400 or visit us online at [www.HRServiceInc.com](http://www.HRServiceInc.com) for more details and to read testimonials from other organizations using our professional HR support services.

## How HR Service, Inc. Can Help You

Effective use and management of people resources are a challenging task, even for professionals trained in the art of human resource management.

HR Service, Inc. was designed to offer effective people management solutions to these and other important business challenges. We help businesses of all sizes manage human resources to drive business strategy, improve productivity, build effective work environments and impact overall business performance.

Call today for a free consultation and analysis at (801) 685-8400.

**HR Service, Inc.**  
**Human resource**  
**solutions and support**  
**to build your business.**

