

## HR SUPPORT SERVICES

We can support your business through an array of immediate and long-term HR services

· HR Strategy and Planning

- · Employee & Management Relations
- · Compensation & Benefit Planning
- · Training & Development Planning
- · Employee Engagement
- · Culture & Branding
- · Diversity, Equity & Inclusion, and Project Management
  - · Leadership Development
  - · Wellness and Employee Wellbeing
    - · Talent Management
    - · Organizational Development
    - · Workforce Management
    - · Career Pathing
    - · Succession Planning

**DAY-TO-DAY OPERATIONS** 

**STRATEGIC** 

- · Employee Relations
- · Employee Onboarding
- · Reporting & Compliance
- · Benefits Management & Compliance
- · Employee & Management Training
- · Performance Management
- · Policy Management
- · Management Consultation
- · Recruitment Planning
- · Recruitment Management
- · Employee Communication
- · HR Systems

HR ADMINISTRATION

- · Benefit Administration
- · Candidate Sourcing (Pre-Qualification & Screening, Interviewing and Selection Management)
- · Employee File Maintenance
- · Timekeeping/Data Entry
- · Employment Verifications
- · Payroll Processing
- · Leave Administration
- · Unemployment Claims
- · Background Checks
- · Workers' Compensation
- · EEO Reporting
- · HRIS/Data Management