

Integrated HR Solutions, LLC introduces the

Small Business HR Toolbox



*When You Put People First,
SUCCESS Will Follow.*

\$695.00

CALL TODAY

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The HR Toolbox was designed with small businesses in mind and will help even the novice business person navigate through the forest that comes along with having employees. Included in the toolbox is a step by step guide of the 'how to' along with the documents and checklists you'll need to implement the actions. You will receive training and 'HR Tech Support'. In addition, these documents will be customized to match your company identity.

The HR Toolbox includes:

1) Recruiting Packet Starts by helping you decide where to advertise or post the position, guides you through reading the resumes, finding the red flags and then through the interview process. It also provides you the information to ensure that your interviews are in compliance with federal law and gives you pages of sample interview questions. It also provides documents such as: an evaluation form, offer letter, and more.

2) New Hire Packets Provides you all the required paperwork needed including a customizable employment application, tax and I-9 forms and checklists to keep important information on your employees. It also gives you guidelines to make sure your files are in compliance and stay that way.

3) Performance Management Process Guide This guide will help ease the anxiety that comes along with confronting your employee. It provides the step by step processes necessary to address performance issues appropriately and to avoid discrimination charges along with the necessary documents to implement. Included is a template and instructions for you to do a formal performance review.

4) Resources Websites and links to important information, including BWC and Unemployment claims as well as contact information for accounting, legal, payroll support and more.

5) HR Training/Toolbox Review You will receive one-on-one training on how to implement the tools.

