



## HR SUPPORT PACKAGE

This HR support package provides the necessary tools, techniques, guidelines and training to allow you to be self-sufficient in running your HR Department. You receive professional HR Help Desk call support, a handbook template, job posting website & application, HR Resource Center access, legal update notification, a monthly newsletter and quarterly training that will help you be compliant and achieve results through your most important asset - your people.

- √ **HR Help Desk “Ask an Expert” (801) 685-8400** or [Questions@hrserviceinc.com](mailto:Questions@hrserviceinc.com)  
Call or E-mail when needed for assistance on any employee challenge, compliance question or needed people management technique. Speak with highly trained experts in HR and employment laws.
- √ **Employee Handbook (Template) & Updates**  
Receive an employee handbook template with up-to-date policy and procedure guidelines that communicate important expectations, guide decisions, govern employment practices and create a positive work environment. Optional customization & handbook review available.
- √ **Hiring Management System**  
Custom branded job posting website and application management/screening system providing on-line job applications, automated help-wanted ad placement, applicant tracking system, prescreening questions & selection tools to help you find the best candidates easily.
- √ **HR Resource Center – Forms, Templates, Tools and Guidelines**  
This resource provides every kind of HR form, document, and template you will ever need. Also, access leader guidelines on how to perform important HR functions like discharges, appraisals, interviews and more.
- √ **Legal Update Notifications**  
Keep informed and up to date on legal changes that affect you and your employees.
- √ **Newsletter: “HR Solutions”**  
Receive state-of-the-art HR techniques and ideas on people management challenges, compliance concerns, trends, and changes in this valuable monthly newsletter.
- √ **Training**  
Participate in quarterly training webinars receiving high impacting people management techniques, leader tools and compliance tactics. Receive state-of-the-art HR techniques, solutions and compliance guidance for any employee challenge. On-site leader and employee training available.