



Human Resource Services

- **Policy Development**
- **Employee Handbooks**
- **Talent Acquisition**
- **Establishing Interview Guides**
- **Employee Benefits**
- **Medical Benefits**
- **Benefit Broker Negotiations**
- **Open Enrollment**
- **PTO Policy Development**
- **Wellness Initiatives**
- **Establishment of HR KPIs**
- **Employee File Best Methods**
- **HRIS Guidance**
- **Performance Management**
- **Coaching & Corrective Action Guidance**
- **Employee Recognition**
- **Employee Engagement**
- **Employee Surveys**
- **Employee Appreciation**
- **Employee Event Planning**
- **Performance Management**
- **Performance Appraisals**
- **Dispute /Conflict Resolution Guidance**
- **Job Descriptions**
- **Onboarding**
- **Organizational Development**
- **Employee Communication**
- **Unemployment Consultation and Mitigation**
- **Employment Attorney Consultation**
- **ADA**
- **EEOC**
- **FMLA**
- **Business Specific HR Needs**