



## **WELCOME TO HRK'S HUMAN RESOURCE SERVICES**

Thank you for your interest in HRK Advisors. Our Human Resources team is comprised of experienced and certified HR professionals with over 60 years of combined knowledge. Our team members are proficient in navigating complex HR situations, managing leave and benefits, onboarding and offboarding, policy and procedure development, and ensuring compliance with local, state, and federal law. Read our staff bios online!

We work with small businesses, large corporations, and non-profits, across all industries. HRK caters to each client's needs, whether it's full-HR oversight or selected services. We provide our services on a fractional basis to meet you where you are in your business lifecycle. Ask us about our accounting, payroll, and Operations services as well. Most services are provided remotely, but we can be available on-site as needed. Travel fees may apply depending on the business location.

We wish to be your trusted advisors for your human resource needs.

### **Services offered:**

- Selection, Hiring & On-boarding
- Employee Discipline, Termination & Off-boarding
- Workplace Posters
- Wage & Hour Regulations
- Anti-harassment & Discrimination training
- Job Descriptions
- HR Policy & Procedure
- I9 Audit & Compliance
- Performance Management
- Employee Relations
- Employee Handbook
- Compensation Design
- Management Coaching
- Safety Program Development
- Employee Training
- Retirement planning and compliance

### **Sample programs we work with:**

- Most major carrier platforms
- APS Payroll and HR
  - Our preferred provider
- ADP, Paychex, Gusto, Bamboo HR
- PerformYard
- Microsoft Applications: Word, Excel, Teams, PowerPoint
- Indeed, LinkedIn Recruiter