



Human Resource Advisors

Small to medium size business owners have neither the time nor the resources to stay current with the rapidly changing Human Resource requirements that affect their bottom line every day. The professionals at Human Resource Advisors are ready to answer your questions, solve your tough personnel issues, and assist in recruiting and retaining the best staff for your unique business needs.

What makes us different? Everything we do is customized for your business. It is not the online "cookie cutter" HR that is common today. Business owners, managers and HR professionals want specific answers to specific real-life questions, not general answers. They want one inexpensive resource for everything related to their most important asset—their employees.

Human Resource Advisors brings together HR professionals with over 65 years of combined experience in all pertinent disciplines. Our consultants become your 'go to' source for all HR issues. They understand your business because each has over 15 years plus of hands-on HR senior management background in a variety of industries. This is a short list of what Human Resource Advisors can do for your company:

- Development of Employee Handbooks for all 50 states
- Telephone and email consulting on a wide variety of employment topics
- Training Programs and Seminars: a short list includes Sexual Harassment, Discrimination, Working with Difficult Employees, Performance Evaluation, Supervisory Skills, Effective Interviewing Techniques, Discipline and Termination
- HR Audits
- Exempt vs. Non-exempt employee classification review
- Safety Programs customized for all businesses (IIPP's)
- Leave of absence questions (FMLA, Pregnancy Leave, Paid Family Leave)
- Preliminary Investigations
- Terminations
- Full Service Recruiting including writing ads and job descriptions, sourcing, interviewing, reference and background checks
- Assessments for use as an effective tool in hiring and determining compatibility
- Workers' Compensation claims assistance
- Benefits administration and analysis
- Assistance with Payroll
- Onsite HR services as the client's outsourced HR Department

Established 25 years ago by CEO Barbara Freet, Human Resource Advisors has grown to be the HR backbone for over 1000 clients *nationwide*. Our team of experts is prepared to hit the ground running for your business.

Call Human Resource Advisors at 925-310-4824 today. Visit our website at www.humanresourceadvisors.com

We're here to help!