

Small Business HR Services

***Your Human
Resources
Experts.***

20/20 HR LLC

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HR ESSENTIALS FOR SMALL BUSINESS

Small businesses often don't have the time and expertise to deal with HR issues in an expedient way. **20/20 HR** has put together several packages designed to meet the needs of smaller and emerging companies. Each package can be fully customized and includes the HR services you need to manage your HR-risks, reduce your HR administrative burden and increase your staff's productivity and business results.

There are three package levels (bronze, silver and gold) which can include a combination of HR services that are specifically tailored to your organization's needs.

Examples of HR services that can be included in each package are:

- ◆ **HR Operations Review**
- ◆ **Employee Handbook (develop or revise)**
- ◆ **Personnel File Set-Up**
- ◆ **Full HR Compliance Audit**
- ◆ **HR Forms and Templates**
- ◆ **Effective Hiring Assistance**
- ◆ **Recruitment Process Design**
- ◆ **Developing Job Descriptions**
- ◆ **Policy & Procedure Development**
- ◆ **Employee Relations Support**
- ◆ **Full HR Compliance Audit**
- ◆ **HR Help Desk (via phone and email)**
- ◆ **On-Site HR Consultation**

Please call or email us to schedule a complimentary needs assessment at **(708) 995-5609** or **info@2020HR.com**.