



Recruiting

Recruiting is a necessity for all businesses. It can also absorb a lot of your time and resources. Perhaps you are a small business owner who currently does your own recruiting, OR you are a mid-size company who needs help hiring up for a special event or busy season. Wouldn't it be nice to delegate the recruiting responsibility to an HR professional so you can focus on other job functions? Whatever your company's style, process, procedure and / or budget for recruiting and hiring, "All Things HR" can design a program that best fits your hiring needs so you can hire the right person for the right job.

- Recruiting and Hiring Services Offered:
 - Create, coordinate and conduct Job Fairs
 - Screening Interviews for all levels of employees and management
 - In-Person Interviews for all levels of employees and management
 - Create, coordinate and conduct New Hire Orientations
 - Drug Testing
 - Back Ground Checks
 - Reference Checks
 - Can design a management-training program for Recruiting, Interviewing & Hiring specifically for your company.

Safety

Maintaining a safe work environment and being in compliance with OSHA and WISHA regulations is a complicated and detailed job. It takes a lot of commitment, patience and time to do it right. "All Things HR" would be happy to help manage your company's safety program in the following ways:

- Maintain your OSHA 300 –A Log
- Review, follow up and investigate any and all employee accidents
- Respond to any and all Worker's Compensation Claims
- Conduct monthly Safety Committee Meetings
- Create and maintain MSDS Books (Material Safety Data Sheets)
- Develop and design Accident Prevention Programs (APP)
- Develop, design and conduct Safety Awareness Classes
- Develop, design and conduct Emergency Preparedness Classes
- Design a management-training program that will address the safety issues and concern for your company.

Employee Relations

Employee Relations can be all consuming. Employees have a need to talk: whether it is about their performance, their manager, benefits, or other challenges in life. Your schedule can easily be one employee appointment after another. "All Things HR" can handle all your employee relation issues for you – whether in person or by phone. Make it easy for your employees to get their issues and concerns addressed, which will lead to a more productive company and a happier management team! "All Things HR" specializes in the following Employee Relations topics:

- Performance Management
- Progressive Discipline
- Employee Investigations
 - Sexual Harassment
 - Manager / Employee Issues



- Challenging Work Force Issues
- Employee Theft Issues
- Can help research and provide options for an employee's personal issues affecting work.
- Unemployment Insurance Administration research and correspondence
- Employee Communication
 - Newsletters
 - Memos
 - Training Meetings
- Employee Recognition Programs
- Employee Attitude Surveys
- Employee S.W.O.T. Surveys (Strengths, Weaknesses, Opportunities, Threats)
- Exit Interviews
- Design a management training program that:
 - Address Employee Relations Issues.
 - Focuses on providing tools to coaching, counseling employees and implement your company's progressive discipline policies and procedures.

Payroll

Are you or a member of your accounting or administration team processing your payroll? Perhaps your not quite ready to hire a part-time payroll person, but would still like to delegate the function to someone else? This is where "All Things HR" can help you! We can design a payroll processing relationship that is just right for you and your company! Whether it is for a few hours a week, every other week, or month (depending on your payroll cycle). We can also be a resource for you if you need someone to come in and process payroll for vacations or leave of absences.

Employee Benefits

Whatever your company's employee benefit program is, "All Things HR" can provide a service to assist you.

- Work with Insurance Brokers to determine benefit options,
- Conduct research on what your industry's standard is,
- Conduct weekly, monthly, quarterly or annual Employee Benefit Orientation Meetings
- Conduct Open Enrollment Meetings
- Employee Benefit Surveys
- Administer 401-K programs

Employee Recognition Programs

The best way to maintain a low turnover rate within your company is by devising employee recognition programs that work. "All Things HR" can work with you to create the most effective recognition program(s) for your employees. Give us a call to discuss one or more of the possible programs that we can design specifically for your company:

- Productivity
- Profitability
- Service Awards
- Birthday Recognition
- Customer Service
- Safety Awareness



- Overall Performance
- Teamwork
- Department Success
- Company Success
- Employee Newsletters
- Employee to Employee Recognition
- Manager to Employee Recognition
- Employee to Manager Recognition
- We can also comprise and conduct a monthly or quarterly Employee Recognition Committee for your company.

Training & Development

One of the most difficult and challenging aspects of running a business is putting effective training and development programs in place and ensuring that they occur on a regular basis.

Well, there is a solution. “All Things HR” can design any training program for any business need. Think about how nice it would be to have an HR professional handle any or all of the following training programs for your company:

- New Hire Orientation
- Safety Awareness
- Management Training & Development
 - Recruiting, Interviewing & Hiring
 - Coaching & Counseling
 - Individual & Team Motivation
 - Management Skills & Leadership Development
- Customer Service
- Training Programs specifically designed for any level of employee or job.

Human Resource Administration

Just thinking of all the HR administrative responsibilities can be overwhelming. So hire us to do these HR administrative job duties for you:

- Personnel File Maintenance
- I-9 files
- Medical files
- L&I Files (a.k.a. Worker’s Compensation)
- EEO-1 Filing
- Federal & State Posting Requirements
- Unemployment Insurance Administration research, correspondence, and filing
- Creating Personnel Forms
- Organizational Charts
- Performance Reviews
- Exit Interviews

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4320 196th SW, #B, PMB 213
Lynnwood, WA 98037-6754
(425) 248-4978



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Special Projects

“All Things HR” can handle any special HR project. Just let us know what your needs are, style preference, time frame in which you need the project finished and the information you would like included. We specialize in, but are not limited to, the following projects:

- Employee Handbook & Manual Development & Revisions
- Employee Investigations
- Personnel File Audits
- Development of Personnel Policies & Procedures
- Creating Performance Reviews
- Specifically designed training programs for any and all of your company’s needs.