

Advanced Benefits Advisors



Human Resource Outsourcing and Consulting

Human Resource Solutions...Performance through People

Advanced Benefits Advisors provides Human Resource Outsourcing (HRO) to assist companies with their employment responsibilities and their regulatory compliance. As an Employer Services Provider™, we offer services associated with the fundamentals of running a successful business.

Human Resource Management

- Employment Practices
- Employee Handbook Development
- New Hire Orientation
- New Hire Packet
- Time Off
- Leaves of absence
- Worksite Investigations

- Employee Grievances
- Unemployment Claims
- Employment Litigation Support
- Management Coaching and Development
- Employment Terminations
- Performance Evaluations
- Onsite Monthly Office Hours

Recruitment

Job Description Development
Job Announcement Development
Job Posting
Resume Review
Applicant Screening
Applicant Interview
Pay – Hours
Compensation
Employment Classification
Applicant Reference Check
Offer Negotiation

Training

New Hire Orientation
Coaching
Fundamentals of Employment Law
Sexual Harassment
Customer Service
Conducting Successful Performance Evaluations
Customized Training Curriculum

HR Assessment

Staffing and Hiring
Benefits Administration
HR Administration
Employment Practices
Education and Training
Time Off
Leaves of Absence
Health and Safety
Performance Management
Compensation
Terminations

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