

DO YOUR HR EMPLOYEES LACK THE SUBJECT-MATTER EXPERTISE TO EXECUTE AN IMPORTANT SPECIAL PROJECT?

Do your valued HR staff members work long hours on their day-to-day tasks leaving no time to complete urgent projects, such as updating employee handbooks, running compliance audits, providing executive coaching, or implementing organizational development?

Do you need interim HR support without going through the expensive and time-consuming process of recruiting, hiring, training and providing benefits?

By allowing VBS to provide HR services to your company you will be able to:

- Access consultants who are subject-matter experts
- Invest more time in a strategic agenda that aligns with core business needs.
- Reduce compliance costs and liability risks.
- Get “Just-In-Time HR” and pay-as-you-go flexibility.
- Save money by avoiding HR personnel fixed costs.

WHY HIRE US?

Vital Business Solutions is a professional HR Consulting company with extensive experience working with small to moderate sized businesses. We offer dedicated consultants with expertise in employment practices, organizational design, employee benefits, and general human resources. Our customer satisfaction rating is high because we embrace the concept of continual learning, to ensure our customers receive up-to-date information.

Human Resources Outsourcing and Consulting Checklist

1. Management Practices

Compensation Projects
Employee Relations
Performance Management
Retention
Labor Relations
Employee Satisfaction/Recognition
Job Descriptions and Job Analysis
Employee Handbooks
Employee Orientation, New Hire Checklist
Workforce Planning and Recruitment
HR Policy and Procedures
HR Process Development or Review
Merger and Acquisition Support
HR Business Planning and HR Metrics
Emergency Preparedness

2. Consulting And Training Programs

HR Business Planning and HR Metrics
Organizational Development
Executive and Management Coaching
Career Management Programs
Training: Employees and HR Staff
Employee Development
New Supervisor Training

3. HR Outsourcing Services

Benefits Administration
Interim HR Support
Recruitment
Surveys

4. Risk Management—Audit Compliance

Compliance Audit
COBRA Compliance
ACA Compliance
Section 125
Contingency Planning
Americans with Disabilities Act (ADA)
Equal Employment Opportunity Compliance
Fair Labor Standards Act (FLSA)
Family and Medical Leave Act (FMLA)
Immigration Reform and Control Act (I-9s)
Records Retention
Sexual Harassment
OSHA, Health and Safety