



Did you know JA Counter offers **HR COUNTS** services?

We have a team of experts available to manage all or some of your human resources needs from consulting to total outsourcing. Ask your JA Counter representative to customize a proposal that fits your company size and budget today! **Examples of HR Counts services includes:**

### **Employee Relations**

#### **Managing Culture and Work Environment**

- ◇ Employee Attitude Surveys
- ◇ Customer Satisfaction Surveys
- ◇ Executive Interviews
- ◇ Employee Focus Groups
- ◇ Coaching and Counseling
- ◇ Exit Interviews
- ◇ Employee Productivity Assessments
- ◇ Alternative Work Arrangements

### **Attraction and Development**

#### **Growing and Sustaining Successful Employees**

- ◇ Recruiting
- ◇ Job Description Development
- ◇ Compensation Benchmarking
- ◇ Compensation & Incentive Programs
- ◇ Interviewing and Assessment
- ◇ Onboarding Process
- ◇ Turnover Assessment

### **Compliance**

#### **Checklists and Audits**

- ◇ HR and Benefit Plan Audits
- ◇ Wrap Documents/SPDs
- ◇ 5500 Reporting
- ◇ Required Notices
- ◇ Compliance Dashboard

### **Training and Development**

#### **Customized Training Program for Unique Challenges**

- ◇ Leadership Training and Coaching
- ◇ Handling Workplace Change
- ◇ Communication Skills
- ◇ Performance Management
- ◇ Diversity Training
- ◇ Recruiting
- ◇ Succession Planning

### **Conflict Resolution**

#### **Managing Through Difficult Employee Situations**

- ◇ Mediation
- ◇ Investigations
- ◇ Disciplinary Process
- ◇ Employee Separations

### **Policy Development**

#### **Development of HR and Performance Metrics**

- ◇ Employee Handbooks
- ◇ Procedure Audits and Development
- ◇ Safety Policies
- ◇ Affirmative Action Plans

### **HR Technology Consulting**

#### **Tools to Help You Manage Your Workforce**

- ◇ Evaluation of Current Processes and Technology
- ◇ Process Improvement Suggestions
- ◇ Marketing New Solutions and Managing RFP Process
- ◇ Vendor Recommendation, Negotiation and Implementation Oversight

### **Risk Management**

#### **Assessment and Evaluation**

- ◇ Safety Inspections
- ◇ Mock OSHA Audit
- ◇ Work Comp Claim Management
- ◇ Return to Work Programs
- ◇ DOT Training and Compliance