



# Outsourced Human Resources

## HR Partners Staff

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- **John Dietrick**  
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- **Allison Zerbe**  
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- **Lisa Zerbe**  
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- **Marcia Blair**  
Executive Assistant

## HR Partners - What We Do

Human Resources management is becoming increasingly complex. As a result, Human Resources outsourcing is becoming a crucial factor in efficient business administration because it is a very effective way for companies and organizations, large and small, to contain costs, reduce administrative overhead, boost efficiencies and minimize risk.

HR Partners specializes in Human Resources outsourcing and consulting and has the extensive knowledge and expertise necessary to assist businesses and organizations by providing customized solutions to their Human Resources related tasks and processes.

From staying abreast and compliant with current legislation and regulations, to recruiting and maintaining the most qualified employees, to offering superior and timely training, our team of Human Resources professionals - with over 100 years of experience across multiple industries - provides comprehensive advice on a variety of Human Resources matters

## Overview of Services

Human Resources Outsourcing and Consulting

Training and Coaching

Employment Legal Services (provided through The Law Offices of John R. Dietrick, P.A.)

Assessment Tools and Products

*(See a list of detailed services offered on the reverse side.)*

# HR Partners Offers a Full Range of Human Resources Services

## **HR Partners Services**

- Legal Compliance
- Human Resources Consultation
- Employee Engagement
- Benefits
- Recruitment
- Outplacement
- Training and Coaching
- Legal Consultation/  
Employment Law  
(through The Law Offices of John R. Dietrick, P.A.)

## **Legal Compliance**

- Compliance Audit Checklist
- Employee Handbook
- Job Descriptions
- FLSA Classifications
- Application Process Forms and New Hire Forms
- State and Federal Forms (W-4, I-9, K-4)
- Personnel Files Audit and Organization
- Employment Legal Posters

## **Human Resources Consultation**

- Day-to-Day Advice
- Direct personal access to HR Partners' professional HR Advisors by email, telephone and/or in-person

## **Employee Engagement**

- Compensation Survey and/or Analysis
- Employee Relations
- Termination Process
- Employee Workplace Climate and Culture Surveys
- CEO Surveys and Appraisals
- Reward/Incentive Programs
- Coaching/Counseling Process
- Performance Management System

## **Benefits**

- Benefit Enrollment
- 401(k) Coordination
- Claims Coordination
- FMLA Administration
- COBRA Coordination
- Section 125 Coordination
- Benefit Plan Design/Administration

## **Recruitment**

- Screening
- Interviewing
- Hiring
- Applicant Sourcing
- Background Checks

## **Outplacement**

- Interview Skills
- One-on-One Coaching
- Cover Letter/Resume Writing
- Job Search/Networking Skills

## **Training and Coaching**

- Multiple topics
- Available in two-hour, four-hour and full-day sessions
- May be customized to the business or organization

## **Legal Consultation/Employment Law**

- Available through The Law Offices of John R. Dietrick, P.A.