



CBIZ HRSOLUTIONS

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CBIZ HRSolutions is a comprehensive online HR Information Portal and Live Hotline, providing you with quick access to the resources, information, and answers you need...when you need them. CBIZ HRSolutions is your HR Lifeline that helps you manage day-to-day human resources issues, thereby freeing up your valuable time.

FEATURES

LIVE HOTLINE that gives you the support of a full team of Human Resources specialists who are prepared to provide you with the answers and practical advice you need. Every month you have access to four (4) hours of HR assistance – via phone or email – so that you can:

- Submit questions and receive thorough answers
- Address HR issues while they are small and manageable
- Have a safety net and extra support when needed
- Save time!

INFORMATION BY HR TOPIC

INFORMATION & RESOURCES LINKS

CBIZ SERVICES LINKS

EMAIL FORM

PHONE LINE

INFORMATION on crucial HR topics, including:

- Benefits & Compensation
- Compliance
- Leaves of Absence
- Performance & Productivity
- Equal Employment Opportunity
- Risk Management & Safety
- Recruiting, Selection & Staffing

The CBIZ HRSolutions team provides practical human resources consulting advice based upon our research and experience in the industry and with our clients. We do not provide legal or tax advice and encourage you to consult with your labor attorney or tax accountant.



RESOURCES, MODEL DOCUMENTS AND FORMS that can be downloaded and used as a foundation from which to build custom documents for your organization, such as:

- HR Policy Handbook
- COBRA Forms
- Personnel Forms
- Promotion & Transfer Policies
- Handbook Receipt Form
- Health & Safety Policy
- Leave Policies & Forms

PRODUCTIVITY TOOLS, including:

- Custom Job Descriptions: a library of thousands of job descriptions and a tool to create your own custom descriptions within minutes
- Performance Now: a tool that facilitates preparation of employee reviews

Job Knowledge	NA	1	2	3	4	5
Competent in required job skills and knowledge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exhibits ability to learn and apply new skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Keeps abreast of current developments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Requires minimal supervision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Displays understanding of how job relates to others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Uses resources effectively	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Tim Barker displays an extraordinary understanding of the interrelationship between his job and the jobs of others. He demonstrates a high level of competency in the skills and knowledge required. He learns and applies new skills within the expected time period. Tim Barker works within the normal scope of supervision. He effectively uses the resources and tools available to him. However, he should

NEWS AND ARTICLES on current trends, timely subjects, best practices, and more.

VISIT US at www.cbiz.com/hr solutions to view a brief demo.



MULTIPLE SERVICES WITH A SINGLE FOCUS: YOUR SUCCESS

Growth and Success. Efficiency and Profitability. It's likely these goals are top priorities for your business. It's also likely that the daily distractions of financial and employee issues diminish your ability to focus on those goals.

CBIZ enables you to dedicate your time to critical business matters by providing custom solutions that help you manage your finances and employees.

We offer clients exceptional quality and diverse capabilities with the personal attention your business needs and deserves, all with a single focus: your success.

For more information, contact your local CBIZ Advisor or call our toll-free help line, **1-800-ASK-CBIZ** (1-800-275-2249).



CBIZ also provides specialized services, including Real Estate Services and Health Care Services



our **business** is growing **yours**

www.cbiz.com