

The Attorney-Reviewed, Award-Winning HR Library

Provided By:

Real Benefit Solutions



The HR Library and Your Company

From supervising employees to staying compliant with Health Care Reform to complying with federal and state labor law, the HR Library stays with you every step of the way with attorneyreviewed tools, guidelines and forms.



The HR Library Features:

- Most current Health Care Reform guidelines and alerts
- How to hire, discipline, give performance reviews and terminate
- Hundreds of forms, policies and a sample employee handbook
- COBRA, FMLA and state continuation of coverage
- Interactive HR tools including a job description developer and salary benchmarking tool
- State labor laws and posters
- Content developed and updated by a team of attorneys

What's Inside the HR Library?

- Employee Benefits
- Health Care Reform
- Human Resources
- Recruitment and Hiring
- Discipline & Termination
- State Employment Laws
- Forms & Policies
- Online HR Tools
- Safety & Wellness



Employee Benefits

- Health Plan Notices Calendar
- Benefit Planning
- COBRA
- FMLA
- Leave & Time off
- Medicare



Human Resources

- Labor Laws by Company Size
- Employee Pay:
 - -Exempt & Non-Exempt
- Employee Records and Files
- Discrimination
- Performance Reviews



Recruitment and Hiring

- Job Analysis
- Job Descriptions
- Hiring Process
- How to Interview
- New Employee Orientation
- Recruitment Process



Discipline and Termination

- Termination Steps
- Exit Interviews
- Disciplining Employees
- Termination Policies
- Final Paycheck



State Employment Laws

- Continuation of Benefits
- Drug Testing
- Family/Medical Leave
- Jury Duty
- Meal & Rest Breaks
- Minimum Wage
- New Hire Reporting

- Overtime
- Employment Posters
- Recordkeeping
- Smoking
- Unemployment
- Voting Leave
- Wage Payment Timing

Forms and Policies

- Hundreds of Downloadable Forms
- Sample Employee Handbook
- New Hire & Termination Forms
- Performance Review Forms
- Model Policies



Interactive HR Tools









HR Apps & Tools Interview Question Builder Interview Question Builder COBRA Advisor The litterview Question Builder is key to evaluating whether a candidate has the knowledge, skills, and qualities Ouetom Job Description Builder necessary to become a successful employee. In a situatined interview, the same questions should be added to all cardidates. The structured interview in the same questions should be as sided to all cardidates. The structured interview improves establity and validity by using the same job-visited questions for each candidate. The structured in this pipe of interview is that all candidates recover the same framework, interview. Employee Benefits Benchmarking Employee Cost Calculator questions are directly linked to lob behaviors Employee Handbook Builde Choosing Interview Questions With the "Intensive Question Builder you can choose from over 400 pro-developed behavioral intensive questions 2-40 categories. When obscaining questions to reduce in the intensive. It is wiss to keep in relief the time forms within which you want conduct leach intensive. The number of questions already possibly file the merge of 5 to 15. FMLA Advisor HR Self-Assessment After you have selected the interview question you simply output a complete interview guide. Within minutes, you'll have a ready to use the interview guide to assist you during the interview process. Sample Job Descriptions Interview Question Builder

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Builder

Resource Center

The Resource Center features a glossary of terms including:

- Health Care Benefit Terms
- Paid Leave Terms
- Retirement Benefit Terms

As well as:

- FAQs
- Spanish Language Resources
- Local DOL Services



Safety and Wellness

- OSHA Small Business Programs
- Employer Responsibilities
- Electronic Tools & Resources
- Posters and Publications
- Health & Wellness Programs



HR Training

Offers dozens of HR training videos

- Attorney-reviewed videos provide guidance in a few minutes
- Perfect for busy business owners and HR Managers
- Wide range of topics including hiring, termination and performance reviews





For Questions, Please Contact:

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