

Performance Management

Maintain performance appraisal records.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
File corrective action documentation.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Provide forms for corrective action.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Provide basic follow up to ensure goals are being updated regularly.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Schedule and coordinate performance reviews.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Process performance-based bonus and merit increase payroll and documentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Facilitate the completion of performance improvement plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Strategic guidance on performance management	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Compensation and Benefits

Execute payroll	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Process payroll changes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Communicate open enrollment deadlines for employees.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain employee benefits records.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Process employee enrollment forms for benefits	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Respond to basic employee inquiries about benefits	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Distribute annual benefits enrollment materials.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Administer leave of absense paperwork (e.g., FMLA)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Facilitate health insurance and 401K vendor meetings and relationships.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Strategic guidance on compensation and benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Timekeeping

Update timekeeping records based on staff changes.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Troubleshoot timekeeping issues with employees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Employer Sponsorship

Provide guidance on H1-B applications.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
--	--------------------------	--------------------------	-------------------------------------

Legal Compliance

Maintain employee records to stay compliant with state and federal laws.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Process unemployment claims	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Process garnishment (information only)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Update required labor law notices.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Respond to basic inquiries about employment law	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Process the withholding of garnishments	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Onboarding

Facilitate the gathering of onboarding paperwork	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Informing the necessary parties (IT, etc.) of a new hire.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Company announcement of new hire.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Draft offer letters for hiring managers.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Strategic guidance on onboarding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Offboarding

Company announcement of departure.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
File offboarding paperwork.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Facilitating the active documentation of offboarding and the return of necessary equipment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Processing final paycheck with involuntary exits.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Offboarding sit in witness and documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Policies and Procedures

Make minor updates to the employee handbook based on managements direction.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Provide the company with a basic employee handbook tailored to their needs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Strategic guidance on policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Internal Promotion

Provide basic promotions for programs or events within the company to ensure employees are in the loop.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
---	--------------------------	--------------------------	-------------------------------------

Labor

Update org. chart regularly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Update succession planner	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Recruitment and Selection

Post on job boards	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Utilize AI to screen candidates	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Send rejection letters	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Provide a basic framework training for managers to facilitate hiring.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Schedule interviews based on candidate and hiring managers availability.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Conduct background checks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Review and update job descriptions with hiring managers before job posting.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain applicant tracking system (ATS)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Strategic guidance on recruitment and selection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Misc.

Process income verification documents	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
---------------------------------------	-------------------------------------	-------------------------------------	-------------------------------------