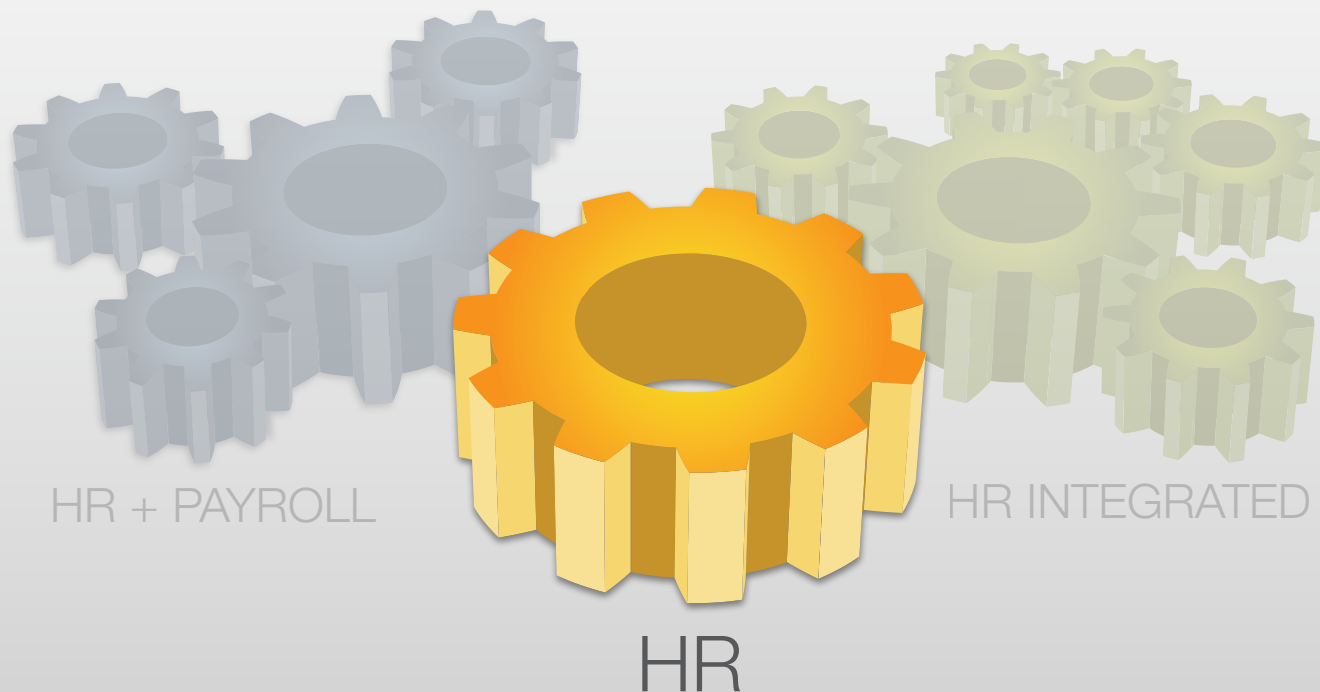


Some call it “HR Consulting.” Not us.
We call it “Roll-Up-Your-Sleeves, Get-Your-Hands-Dirty HR.”



HR

Services Include:

- Dedicated HR Business Partner
- HR Hotline & Go-To Support
- HR Project Development
- Manager & Supervisor Training
- Onsite HR Representation (Optional, full or part-time)

(See back for full list)

High Touch, Customized HR for Your Business.

Get the HR help you need from Xenium's experienced team of experts. From VP to Generalists to Administrators, our expansive array of HR professionals are ready to provide the perfect amount of HR support when and where you need it.

The Right Amount of HR for You.

Xenium's flexible HR model allows you to choose only the services you need in the delivery system that's priced to suit your business.

Build the right program for your business.

HR Compliance:

- HR Hotline & Go-To Support
- HR & Compliance Assessments
- Employee Handbook & Policies
- Wage and Hour Compliance
- State and Federal Leaves
- Workplace Safety
- Classification for Exempt & Non-Exempt Employees
- I-9 Compliance
- EEO Compliance
- Personnel Files & Recordkeeping
- Background & Reference Checks
- Required State and Federal Postings

HR Systems:

- New Hire & Onboarding Process
- Job Description Development
- Performance Management System Development
- Compensation Design
- Wage Surveys
- Manager & Supervisor Training
- Stay Interviews
- Safety Program Implementation
- Complaint Investigation
- Discipline & Termination Process
- Exit Interviews

HR Strategy:

- Employee Feedback Surveys
- Performance Coaching
- Culture Development
- Total Rewards Analysis & Recommendation
- Retention Program Development
- Employer Branding
- On-Location Training & Development Workshops
- Senior Leadership Development Labs
- HR Structure Analysis
- Workforce Downsizing or Mergers & Acquisitions