

the easy route to simplified human resources

Specifically designed for employers with less than 20 employees.



For More Information: Call (330) 783-3166 Click Here to Email Forms and documents with a ready-to-go handbook on CD:

- HANDBOOK with all relevant information: employment at-will; workplace harassment; leave provisions; discipline and discharge; seperation issues; appropriate disclaimers and more
- Interviewing Needs includes sample advertisement, interviewing tips and questions candidate reference check form
- Hiring Needs includes a legally compliant application form, I-9 forms, W-4 forms
- Performance Needs includes sample hourly and salaried performance evaluation forms, a new employee performance review form and a sample job description
- Administrative Needs includes a payroll authorization form, and a disciplinary action form
- FLSA Guidelines provides a brief overview of Federal guidelines for designating employees as salary or hourly

