



Getting To Know: **Human Resources**

Human resources is one of the most time-consuming components for any small business to manage. Outsourcing your HR responsibilities to a company like GMS can help your business grow, retain control, and save time and money.

PERFORMANCE MANAGEMENT

- ✓ HR analysis
- ✓ Handbooks
- ✓ Performance plans
- ✓ Annual reviews
- ✓ Reward programs

COMPLIANCE

- ✓ Dedicated HR Account Manager
- ✓ Employee audits
- ✓ Employment laws
- ✓ Procedures and policies
- ✓ Best practices

TRAINING AND DEVELOPMENT

- ✓ Employee audits
- ✓ Employment laws
- ✓ Procedures and policies
- ✓ Best practices
- ✓ Employee relations guidance

RECORD-KEEPING

- ✓ HR Information System (HRIS)
- ✓ Electronic onboarding
- ✓ Employee sign-offs
- ✓ Termination and discipline
- ✓ Performance evaluation

RETENTION

- ✓ Employee evaluation
- ✓ Internal promotion
- ✓ Employee benefits
- ✓ Incentives

RECRUITING

- ✓ Cloud-based/electronic background checks
- ✓ Drug screening
- ✓ Job listings

The Numbers Don't Lie

50%

Businesses that use a PEO are **50%** less likely to go out of business than those who do not.

15%

Business owners that use a PEO are **15%** more satisfied with the quality of new hires.

14%

The turnover rate for businesses using PEOs is **14%** lower than for those who do not.

Learn more at www.groupmgmt.com.