



HR OUTSOURCING SOLUTIONS THAT WORK FOR YOUR BUSINESS

Converge, Inc offers a variety of unique human resources outsourcing options to our clients. Our services are highly customized to meet the needs of each individual client and are divided into three levels in order to create the best fit for your company.

STANDARD

- HR Risk Assessment/Audit
- Report of Assessment/Audit Outcome & Recommendations
- Complete HR Forms Review
 - Applications
 - Personnel Files
 - Discipline Notices
 - Termination Letters, etc.
- Discipline and Termination Support
- Single Point of Contact for HR Questions and Issues
- Routine Electronic Updates—Paper & Electronic Copies

ENHANCED

Includes standard services, plus:

- Pre-Employment & Employment Process Design
- New Employee Orientation Program
- Handbook Development with Employee Signature Section
- Policy & Procedure Development
- Discipline and Termination Notices/Letter Development
- Discipline & Discharge Advice
- Unemployment Support
- Benefits and Retirement Plan Communication Handbook

COMPLETE

Includes standard & enhanced services, plus:

- Recruitment Support
- Job Description Development, with Physical Requirements and Signature Section
- Performance Appraisal System Development
- Exit Interviews
- Training & Development
 - Handbook & Policies
 - Job Description
 - Performance Review
 - Sexual Harassment
 - Discrimination
 - Leadership/Management
- Compensation Program Review including Salary Structure Development & Salary Surveys

