



## Virtual Human Resources Brochure

AllProfit HR offers virtual human resources services as a renewable monthly subscription. Our approach to HR services will save you upwards of 70% of the cost of a full-time HR professional. We will help you incorporate culturally relevant and inclusive workplace practices into your business strategy.



### Staff Support

- Assigned to a dedicated HR Business Partner. Your subscription includes access to 4 business hours per month. These hours may be used for client meetings, advisory sessions, etc.
- Access to a Chief Executive. Your subscription includes up to 1 advisory hour per month. These sessions may be used for strategic planning, executive-level counsel etc.
- Additional hours may be available at an additional cost.



### Staff & Philosophy

**Founder/CEO** Michelle Nicholson  
**Lead HR Business Partner** Sparkle Webster  
**HR Business Partner** Johnika Dreher  
**Company Philosophy**

Utilizing a trauma-informed approach to human resources, AllProfit HR listens to our clients to understand their needs and efficiently plans, develops, and facilitates human resources and organizational development services to sustain continuity and talent retention. Our firm's specialization in people and cultures expands beyond traditional human resources.

Since 2018, APHR has served seven organizations, providing talent search management, virtual human resources support, workforce learning and development, compensation and benefits analysis, team building, leadership coaching, and justice, equity, diversity, and inclusion (JEDI) training.

### General Human Resources Administration

- Prepare HR policies and forms
- Coordinate new hire packet and onboarding
- Update personnel records
- Termination records-keeping
- Respond to unemployment claims and wages

### Recruitment & Onboarding

- Create job descriptions and job announcement
- Support the interview process
- Ensure a smooth onboarding process

### Performance Management

- Support the employee performance review process
- Assist with setting performance metrics and implementation performance improvement plans when necessary

### Compliance

- Maintain expert-level knowledge of labor laws and regulations to ensure Company compliance
- Stay abreast of level requirements to implement policies, and address issues to safeguard the Company and its employees

### Benefits Administration

- Liaison for the Company's health insurance Broker
- Maintain health insurance election
- Support open enrollment activities

### Human Resources Information Systems (HRIS)

- Manage employee data in the Company's HRIS system and streamline to improve overall efficiency

### Employee Wellness and Well-Being

- The well-being of employees is a priority for HR. Initiatives related to health and wellness, mental health support, and work-life balance contribute to a healthier, more productive workforce

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We are dedicated to transforming businesses while engaging employees to achieve greater impact both internally and externally.

Contact AllProfit HR today for your Virtual HR needs.

AllProfitHR.com | info@AllProfitHR.com | (301) 200-2096

## Enhancements Available to Add On

### Succession Planning

Succession planning ensures a smooth transition in leadership and critical positions, reducing the impact of workforce gaps. AllProfit HR can orchestrate strategic workforce planning initiatives to identify and develop talent within the organization for business continuity.

### Justice, Equity, Diversity, & Inclusion (JEDI)

Promoting a diverse and inclusive workplace is a key responsibility. Utilizing a 3-point framework, AllProfit HR can develop and implement strategies to foster diversity, equity, and inclusion, creating an environment where all employees embrace belonging.

### Training & Development

Providing opportunities for employee growth is essential. By identifying skill gaps to facilitate intentional and engaging professional development initiatives, AllProfit HR can assist with enhancing overall workforce capabilities.

### Compensation

HR professionals are responsible for designing, implementing, and managing fair compensation structures and compensation programs. This includes salary reviews, bonuses, and salary structure.

### Employee Engagement Survey

An unbiased tool used to measure and understand employee engagement levels. These surveys involve all employees to reveal employee perceptions and turn them into actionable insights. They help measure the strength of the emotional and mental connection employees feel toward their work, team, and the organization as a whole.