

# TOOLBOX APPLICATIONS >

The Portal Toolbox is a completely customizable go-to resource for your HR and compliance needs. Save time and increase employee satisfaction with HR apps. Mitigate your exposures and remain compliant with Compliance apps.

## HR apps

### Custom Job Description Builder



Job descriptions are such an important tool for your employees, but developing them can be stressful. The 'Custom Job Description Builder' helps you make the most complete job description so your employees can achieve their true potential, which ultimately contributes to the success of their business.

### Employee Cost Calculator



Understand the complete picture of the true cost when hiring new employees. From compensation and benefits to recruiting, training, office equipment, and other costs, this easy-to-use calculator accounts for those typical expenses you may not necessarily think about when hiring a new employee.

### HR Self-Assessment Tool



Analyze your human resource competencies to ensure you are creating an environment for employees to thrive. With this tool, you can access your HR management practices, employee relations, recruiting process, training and development process and more. Once a module is completed, explanations will be provided to highlight where improvements can be made.

### HR Hotline



The HR Hotline is a service staffed by HR professionals, available by phone or email, to answer your HR-related questions. As a valued client, you have access to personalized, professional HR consultation and expertise every month through your Client Portal.

### In-person Interview Question Builder



Build a series of questions to help you learn more about a candidate during an in-person interview. Ensure that you are asking the right interview questions, as these are key to evaluating whether a candidate has the knowledge, skills, and qualities necessary to become a successful employee.



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### Performance Review Builder



Performance reviews are such an important tool for motivating employees and increasing their contributions to your business, but the process can be stressful. This tool generates performance appraisals based on an employee's occupation, which can be customized with ratings and comments to describe performance issues. The customizable action plan will then help the employee improve their performance, so they can achieve their true potential while at the same time contribute to the success of the business.

### Phone Interview Question Builder



Build a customized set of phone interview questions to help you narrow your pool of job applicants. Ensure that you are asking the right interview questions, as these are key to evaluating whether a candidate has the knowledge, skills, and qualities necessary to become a successful employee.

### Salary Benchmarking



Using this tool, you can search compensation and pay structure reports either annually or by the hour. What's more, salary benchmarking survey information can be viewed and compared nationally, by state or within a state (narrowed by region or metro area). You will have access to salary data on over 800 job positions right at your fingertips.

### Sample Job Descriptions



A well-written job description is one of the main ways you connect qualified applicants to positions at your organization. Using sample job descriptions, you can effectively and accurately highlight an employment opportunity to potential candidates.

### Total Compensation Statement Builder



It's easy for your employees to think of total compensation simply in terms of salary, but it's so much more than that. This step-by-step tool generates a total compensation statement for you in minutes, which, in turn, helps you educate employees on the value of their benefits.



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## Compliance apps

### FMLA Advisor



Easily understand your rights and responsibilities under the federal Family and Medical Leave Act (FMLA). The FMLA Advisor can assist in understanding notice requirements, valid reasons to leave, which employees are required to provide FMLA leave, which employees are eligible to take FMLA leave, and more.

### Federal Poster Advisor



Whether your company is small or large, the U.S. Department of Labor (DOL) requires that you display a number of different posters in the workplace. Simply identify the required posters and generating a list of federal laws administered by the DOL, along with links to download printable posters with the Federal Poster Advisor.

### Multi-State Laws Comparison Tool



This tool is a convenient way for you to view and download labor laws in different states. If you have locations in multiple states, you may be concerned about which state labor laws apply to your business. This easy-to-use resource will generate side-by-side charts that you can use to compare and contrast state laws.

## OSHA Log

### OSHA Log



A turnkey solution that helps you track incidents, generate OSHA mandated reports and create forms—all in a secure, cloud-based environment with 24/7 access.



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## Handbooks

### Employee Handbook Builder



Create and communicate your organization's HR policies and procedures quickly and conveniently. Generate custom employee handbooks, branded to any organization, by simply answering a few quick questions. State and federal content is available along with the ability to upload any custom content.

## Learning

### Zywave Learning



Zywave Learning is an interactive LMS that facilitates employee and manager training with professionally produced training courses (160+ modules). Stay on top of compliance and safety with this learning management system.

