



SITECORE SERVICES LLC

HR CONSULTING SERVICES

Strategic people support. Practical compliance. Stronger organizations.

Executive HR Consulting

- Fractional HR Director Services
- Organizational Design & Restructuring
- HR Strategy Development
- HR Department Build-Out
- Mergers & Acquisitions HR Support
- Workforce Planning
- Succession Planning
- Executive Leadership Coaching

Ongoing HR Support

- HR Advice & Guidance
- Unlimited HR Questions
- Employee Relations Support
- Compliance Updates
- Manager Coaching
- Policy Updates
- Hiring Support
- Monthly HR Check-ins

HR support built around the needs of your business.

Flexible project-based consulting and ongoing support are available.

Compliance, Leadership & Talent

Practical programs that reduce risk and strengthen management capability.

HR Compliance & Risk Management

- California Labor Law Compliance Audits
- Employee Handbook Development
- Workplace Investigations
- Leave of Absence Compliance (FMLA, CFRA, ADA)
- Wage & Hour Compliance Reviews
- HR Compliance Audits
- Employee Classification Reviews
- Termination Risk Assessments
- Reduction-in-Force (Layoff) Planning
- I-9 Audits
- Personnel File Audits
- Policy Development & Updates

Leadership & Management Development

- Manager Training Programs
- Leadership Development Workshops
- Communication Skills Training
- Difficult Conversation Coaching
- Conflict Resolution Training
- Performance Management Training
- Emotional Intelligence Workshops
- Interview Training
- New Supervisor Boot Camps
- Accountability & Coaching Workshops

Compensation & Organizational Planning

- Salary Benchmarking
- Compensation Structure Design
- Job Architecture
- Career Ladders
- Organizational Charts
- Bonus & Incentive Programs
- Job Description Development

Performance & Talent Management

- Performance Review System Design
- Competency Framework Development
- Performance Improvement Plans (PIPs)
- Merit Increase Programs
- Goal Setting Systems (KPIs & OKRs)
- Promotion & Career Path Development
- Calibration Meeting Facilitation
- Employee Engagement Strategies
- Retention Programs

Hiring, Relations & HR Operations

People processes and documentation designed for clarity, consistency, and growth.

Recruiting & Hiring Solutions

- Recruiting Strategy
- Hiring Process Development
- Interview Guides
- Job Description Writing
- Candidate Evaluation Tools
- Offer Letter Packages
- Background Check Process Development
- Onboarding Program Design
- New Hire Orientation Materials

Employee Relations

- Employee Relations Consulting
- Conflict Mediation
- Corrective Action Guidance
- Progressive Discipline
- Stay Interviews
- Exit Interview Programs
- Employee Communication Planning
- Workplace Culture Assessments

HR Operations & Process Improvement

- HR Process Improvement
- Standard Operating Procedures (SOPs)
- HR Forms & Templates
- HRIS Implementation Support
- Payroll Process Reviews
- HR Metrics & Dashboard Development
- Workflow Optimization

HR Documents & Templates

- Employee Handbooks
- Offer Letters
- Employment Agreements
- Performance Review Forms
- Written Warnings
- Corrective Action Forms
- Performance Improvement Plans
- Investigation Templates
- Interview Scorecards
- New Hire Packets
- Manager Toolkits
- Employee Evaluation Forms
- Exit Interview Forms

Specialized HR Support

Experience aligned with complex workplaces, growing teams, and California compliance.

Industries and employer profiles served

- Construction HR
- California Employment Compliance
- Multi-State Employers
- Small Business HR
- Startups
- Family-Owned Businesses
- Professional Services
- Manufacturing
- Healthcare Support Services

LET'S TALK ABOUT YOUR HR PRIORITIES

Build the HR support your organization needs.

Every engagement is tailored to your workforce, priorities, and operating environment.

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San Bernardino County and nearby areas

Services are tailored to each engagement. SiteCore Services provides HR consulting support and does not provide legal advice.