



Client Case Study – Human Resources

10 Employees

Private, Family-Owned

Industry: HVAC (Residential /
Commercial)

This Columbus, Ohio business owner had recently purchased an existing residential HVAC business. Though the business had been operating for over 20 years, there were no HR tools or systems in place.



A small business "kit of parts" was developed, incorporating the business' core values and branding.

My Business Resource also introduced and coordinated with a benefits broker to provide competitive benefits and rates to the businesses associates. Recruiting services were also provided, quickly resulting in the hire of multiple new technicians in a difficult talent market.

Services Provided:

- Employee handbook
- Job descriptions
- Employment application and ancillary hiring materials
- New Hire Paperwork
- I-9 Training
- Payroll Processing

