



**INFINITEAM**  
INSURANCE



*Terri Fredrickson*

## Human Resources Services and Tools

available with and by  
**TERRI FREDRICKSON**  
and  
**CHANTELLE JONES**

HR Consultants



*Chantelle Jones*

### Programs and Tools available to Clients of InfiniTeam Insurance:

- ∞ Detailed Audit of Current Employer Handbook and Procedures
- ∞ Drug Free Workplace Program (*Audit & Set-up available*)
- ∞ Human Resource Forms, Templates, Tools, and Guidelines for:
  - Compensation*
  - Performance Management*
  - Job Descriptions*
  - Disciplinary Procedures*
  - Downsizing Assistance*
- ∞ Consultative Phone Calls

### Additional Programs and Services available at a Reduced Rate:

- *Performance Management*
- *Compensation Review*
- *Employee Relations*
- *Staffing & Recruiting*
- *Investigations*
- *Company Surveys*
- *Background Checks Program*
- *Design of policies*
- *Mentor Program*
- *Diversity Program*
- *Talent Management (360 Assessments)*
- *Management & Supervisor Training*
- *Hostile Environment & Harassment Training*
- *Monthly Electronic HR Newsletter Available*

Contact Terri directly at 801.619.6288 or email [terri@infini-team.com](mailto:terri@infini-team.com)