

Need More Information?

- Outplacement
- Recruitment
- Executive Coaching
- Employee Assessment
- Interviewing & Hiring
- Career Management
- On-site HR Services
- Employee Handbooks
- Policy Manuals
- Employment Verification
- Negotiation & Influence
- HR Audits
- HR Consulting
- EEO/AAP
- Career Transition
- Teambuilding
- Conflict Resolution
- Meeting Facilitation
- SHRM (HRCI) Certification
- Discipline & Termination
- Reorganizing & Downsizing
- Applicant Screening Services

- Business Transition Services
- Customer Service Excellence
- Leadership/Supervisory Skills
- HR Training For Non-HR Leaders
- Business Relocation & Startup
- Strategic Business Planning
- Harassment/Violence Avoidance

FAX TO 843-266-8806

Your Name:

Address:

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Email:

Signet Human Resource Management

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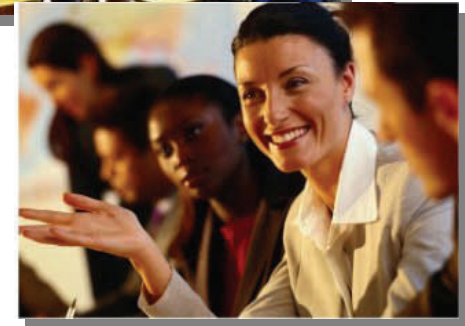


Your single source provider for
human resource consulting
services throughout
South Carolina,
southeast Georgia, and
northern Florida.

Woman-owned Small Business



Human Resource Management



**“Solutions & Resources
for the People Challenges
in Your Business!”**

Outplacement & Career Transition Programs

The hardest decision in business is letting someone go. Our flexible career transition programs support your organization before, during & after downsizing. And we provide customized transition services to separated employees. A wide variety of programs are available.

Executive & Professional Recruiting

Identifying, attracting, and retaining talented leaders is critical to the success of your business. Our seasoned search and recruiting professionals use the latest technology to source, qualify and close top talent for your business.



Executive Coaching

Executive leadership is key to your company's growth. Our customized coaching is designed around the strengths and development needs of your current executives to help them become more effective leaders. Our certified executive coaches are accomplished business leaders who share and teach winning business strategies.

Employee Assessment, Testing & Background Screening Services

Hire more effectively! Reduce turnover, increase productivity, and eliminate unnecessary costs, liabilities, and headaches from your hiring process. We provide the latest e-testing technology.

HR Consulting and Outsourcing

Our certified HR professionals provide the expertise your company needs to maintain compliance with business requirements and grow profitably. We provide interim, on-site HR services & staff; prepare policy manuals, employee handbooks and EEO/Affirmative Action Plans; conduct records & compliance audits; and facilitate meetings. We'll also help you to select and train your HR staff members!



Training & Leadership Development

The American business landscape is continually changing and requires leaders who are well-informed regarding human capital and change management. We offer a wide variety of essential workplace learning including certification programs (SHRM) for HR and non-HR leaders. Our convenient workshops cover topics such as: leadership development; supervisory skills; interviewing & hiring; workplace safety, harassment & violence; conflict resolution; team building; customer service excellence, discipline & termination, and much more.

Career Management

Gain the competitive advantage in your career! Enhance your performance, communication skills, productivity, and job satisfaction. Brush up on career search techniques and resources. We specialize in resume writing, networking, interviewing skills, and job search technology.

Business Relocation & Startup Services

Is your company locating in our area? Our turnkey services help you to acquire, train, and orient your new workforce and comply with State & Federal regulations. We also provide on-site management support services.



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