

FOR SMALL BUSINESS OWNERS

HUMAN RESOURCES

Build a compliant HR foundation without a full-time HR department. Launch Industries provides everything growing businesses need to hire, manage, and retain great people, from handbooks and compliance to performance management and employee relations.

COMPANY SNAPSHOT

Company

Launch Industries LLC
Seattle, Washington

Founder & Principal

Monica Colgan, SHRM-CP

Get in Touch

hello@launchindustries.biz
(206) 552-0380 (call or text)

Website

launchindustries.biz/services/human-resources

Best For

Small businesses hiring their first employees and growing teams that need HR support

WHAT WE PROVIDE

- **Employee Handbooks:** Customized handbooks covering policies, expectations, benefits, and legal requirements for your state and industry.
- **HR Policy Development:** Written policies for remote work, time off, harassment, and other critical areas that protect your business.
- **HR Compliance Audits:** Review your current HR practices and identify gaps in federal, state, and local labor law compliance.
- **Recruiting & Hiring Workflows:** Job descriptions, interview scorecards, structured hiring processes, and offer letter templates.
- **Employee Onboarding:** New hire checklists, I-9 compliance, system setup, and a 30/60/90-day onboarding experience.
- **Performance Management:** Review frameworks, feedback tools, performance improvement plans, and manager training.
- **Employee Relations Support:** Guidance on workplace conflicts, investigations, and difficult employee conversations.
- **Benefits Strategy:** Health, dental, vision, and retirement options reviewed and recommended for your team size and budget.
- **Benefits Administration:** Enrollment support, carrier coordination, and ongoing benefits management for your employees.
- **Offboarding & Terminations:** Clean, documented, and legally sound separation processes that reduce risk and protect your reputation.

HOW YOU CAN WORK WITH US

MONTHLY PLANS

MANAGED SERVICES

PROJECT-BASED

HOURLY PLANS

BOOK AN INTRO CALL

Scan the QR code or visit the link to schedule a free 30-minute consultation. We will review your HR needs and recommend the right support level within 2 business days.

calendly.com/launchindustries/introductory-meeting

SCHEDULE →

