



BUSINESS PARTS ANALYSIS™ TASK IDENTIFIER

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HUMAN RESOURCES

- 1099 forms
- 401k policies
- awards/recognition
- background checks
- change management
- company policies
- Dept. of Labor info
- employee benefits
- employee health insurance
- employee manual
- employees (full-time/part time)
- I-9 forms
- independent contractors
- interns
- job candidate interviews
- leadership development
- mentoring
- new hire package
- onboarding/orientation
- organization chart
- payroll
- performance evaluations
- post job openings
- prime contractors
- records management
- recruiting
- remote/virtual workers
- resume maintenance
- retirement
- rewards/incentive program
- sub contractors
- telecommuting
- termination
- training
- uniforms
- W-2 forms
- W-9 forms
- workman's comp



OPERATIONS/ RESEARCH/ BUSINESS DEVELOPMENT

- account management
- answer voice mail
- automation
- building repairs
- business analysis
- check email
- check mail
- continuing education
- continuous improvement
- customer/client support
- dashboard
- data analysis
- data collection
- data governance
- efficiency
- equipment/machinery
- facilities management
- fleet/vehicle management
- HVAC system maintenance
- inventory management
- job aids
- KPIs/metrics
- lawn/grounds maintenance
- lean six sigma
- lean systems
- LEED initiatives
- logistics
- magazine subscriptions
- manufacturing
- meeting minutes
- office maintenance
- office supplies
- ops manual
- order parts/supplies for job
- processes, systems, procedures
- product delivery
- project management
- records management
- recycling
- resource management
- service delivery
- strategic alliances
- strategic planning
- streamlining
- suppliers
- supply chain
- templates/checklists
- theory of constraints (bottlenecks)
- utilities management
- value chain
- vehicle repairs
- vendors