

WHAT CAN **HUMAN RESOURCES** (HR) HELP ME WITH?

- **Employee/Management Relations:**
Guidance on work relations and conflict resolution.
- **Health Insurance & Related Matters:**
Support with health insurance and benefits inquiries.
- **ADP Assistance:**
Help with using ADP for payroll, time tracking, etc.
- **Company Policies & Handbook:**
Clarification of company policies and procedures.
- **Work Accommodations:**
Assistance with necessary accommodations in the workplace.
- **Company Benefits:**
Information and help with your employee benefits.
- **Internal Openings & Promotions:**
Guidance on available internal job openings and promotions.
- **Performance Documentation:**
Support with performance reviews and documentation.
- **Unethical Behavior:**
Reporting and addressing unethical conduct within the company.

WHAT CAN **UPWARD** HELP ME WITH?

- **External Resources:** Assistance with food, housing, utilities, childcare, and more.
- **Internal Resources:**
Support with Career Pathway Development, Workforce Advancement services, the Excel Center, and Goodwill Career and Technical Academy.
- **Goal Setting:**
Help with creating personalized goals and provide incentives.
- **Counseling Services:**
Assistance in connecting you to counseling services.
- **Support Service:**
Assistance with getting to and from work.

SCAN HERE



To find an Upward
coach near you!



GOODWILL
CENTRAL ★ TEXAS

For more information or assistance, reach out to **HR** (humanresources@gwctx.org) or **Upward** (upward@gwctx.org) today!