















Small Business Subscription Program

“Imagine having a full-service HR team to support your business as it grows.”

Ignite	Accelerate	Propel	
SUBSCRIPTION SERVICES:	IGNITE	ACCEL	PROPEL
Consultant hours per month. Service level can be changed quarterly.	4 HRS	8 HRS	16 HRS
Recruiting We work with you to define and implement a recruiting process that fits your unique organization, values and culture.			
<ul style="list-style-type: none"> • Process definition, EEO • Employer profile setup on Glassdoor, LinkedIn, and Indeed • Support for hiring as needed 			
Onboarding We partner with you to create an onboarding process that supports your culture, builds engagement, and shortens the new hire learning curve.			
<ul style="list-style-type: none"> • Onboarding HR admin checklist • Templated onboarding schedule for 30/60/90 days 			
Performance Management Help your people bring the best of themselves to the job every day through regular performance conversations and follow up for learning and development.			
<ul style="list-style-type: none"> • Goal setting discussion • Templated performance review form for rollout • Overview for line managers 			
Departures Managing exits efficiently and getting the information you need to grow and improve as an organization			
<ul style="list-style-type: none"> • Support for employee terminations • Exit interview template for resignations 			
Total Rewards Compensation influences behavior. The right strategy can support your business growth objectives and align your people with rewards that they feel they can achieve.			
<ul style="list-style-type: none"> • Compensation review and planning; sample templates 			
Employment Policies We help you build your business on solid foundations with policies that keep you compliant and create a culture where people feel safe and are held accountable.			
<ul style="list-style-type: none"> • Templated employee handbook • Labor law posters (fees apply) • Support for selection of payroll services, as needed 			

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