



## Small Business Subscription Services

“A full-service HR team to support your business as it grows.”

	Access+ Plus 1	Access+ Plus 2	Access+ Plus 3
<p><b>Online Access:</b> To a team of seasoned professionals for online learning and support.</p> <ul style="list-style-type: none"> <li>• Monthly online learning modules across the employee lifecycle</li> <li>• Online support messaging platform, plus unlisted LinkedIn group for continuous learning</li> </ul>	4 HRS	8 HRS	16 HRS
<p><b>Scheduled Consultant hours per month.</b></p>			
<p><b>Recruiting:</b> To define and implement a recruiting process that fits your organization, values and culture</p> <ul style="list-style-type: none"> <li>• Process definition, Compliance.</li> <li>• Employer profile setup on Glassdoor, LinkedIn, and Indeed</li> </ul>			
<p><b>Onboarding:</b> To create an onboarding process that builds engagement and shortens the learning curve.</p> <ul style="list-style-type: none"> <li>• Onboarding HR administrator checklist</li> <li>• Templated onboarding schedule for the first 90 days of employment</li> </ul>			
<p><b>Performance Development:</b> To help your people bring the best of themselves to the job</p> <ul style="list-style-type: none"> <li>• A Framework for goal setting and follow up discussions</li> <li>• Templated performance review form for development conversations</li> </ul>			
<p><b>Departures:</b> To manage exits efficiently and gather the information you need to grow and improve.</p> <ul style="list-style-type: none"> <li>• Support for employee terminations, including onsite as needed</li> <li>• Exit interview template for resignations</li> </ul>			
<p><b>Total Rewards:</b> To define a compensation strategy and plan that supports your business objectives.</p> <ul style="list-style-type: none"> <li>• Sample templates; compensation review and planning</li> <li>• Budget review and planning annually</li> </ul>			
<p><b>Employment Policies:</b> To build the foundational elements for the organization - so people feel safe and are held accountable.</p> <ul style="list-style-type: none"> <li>• Employee handbook template</li> <li>• Labor law posters</li> <li>• Support for selection of payroll services, as needed.</li> </ul>			