

# HUMAN RESOURCES CONSULTING SERVICES

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Many companies today are thinking forward and outsourcing to an HR consulting firm. If you are a small business and you are trying to cut operational cost or need an additional service, but do not want to incur the expenses associated with hiring new employees, then outsourcing is the solution.

The question that most small business owners ask is; how much will it cost? Let's look at some concerns of small businesses.

Concerns	Solution
Your business has 20 or less employees and need HR services occasionally (maybe every other month or every quarter), employing a full-time HR person is not financially viable. The cost to hire a HR professional can exceed \$60,000 annually.	We provide a comprehensive HR service by a set amount of hours, or for hours convenient for you as often as you deem appropriate.
Your business needs HR professional advice and possibly assistance with employee relations.	We will provide matters relating to employee relations, which will include but is not limited to new hire and onboarding orientation, setting up employee files, including I-9 and medical records file.
Your business does not have employment practices and the tools to evaluate policies, processes, procedures, and programs which support certain functions within your business.	We will conduct employment practice risk audits to identify vulnerabilities and improve HR practices. We will provide you with a written summary of our review along with detailed recommendations.
Your business does not have an existing HR handbook or there may be an existing handbook which needs to be updated.	We will develop or update your employee handbook, with legally mandated policies and business practices and procedures which help to set the framework for the content of the employee handbook.
Your business does not understand the steps taken to identify, evaluate and select candidates to ensure your business is	We will review and assess your recruiting and hiring processes. We will evaluate each steps taken by your business to identify, evaluate

compliance with federal, state and local labor laws.	and select the right candidate for hire. We will also interview candidates that they are a good fit for your business culture. We provide you with a written critique of the effectiveness of the existing system as well as recommendations for any enhancements or modifications.
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### Cost Comparison:

Your In-House HR Department		Our Service	
<i>Function</i>	<i>Cost</i>	<i>Function</i>	<i>Cost</i>
HR Generalist/Manager	\$60,000 - \$85,000 annually	HR Professional	\$75/hr as needed or \$2500 start-up fee.
Recruitment Coordinator	\$35,000 – \$45,000 annually	Recruitment Fee	10% of candidate annual salary with 25% paid up front; balance due 30 days after hire.

We specialize in assisting start-up, small and changing businesses to solve human resources issues. We are experienced with identifying key talent for roles within your organization; and defining your business goals. We define our client's business goals and identify programs and processes our clients need to put in place for achieving effective business results.

Our services are inclusive of performing the following functions:

- Perform audits for federal, state and local compliances (wage & hour, employee exemption classification and discrimination).
- Perform organizational needs and assessments for start-ups, growing and changing businesses.
- Help to develop strategic business plans to align with company goals, objectives and best practices.
- Develop, implement and administer workplace relationship between employer and employee, including harassment and retaliation protection.
- Develop and implement programs, policies and/or procedures for recruiting, staffing, hiring, promoting, and terminating employees.

Give us a call today for your consultation. Our initial assessment will take about one hour, and provide you with ideas of what your human resources needs might be.

## HUMAN RESOURCES FEE SCHEDULE

HR Consulting Services (Startup)	\$75.00/hour or \$2500 start-up package (new hire packages, new hire orientation, setting up employee files, including I-9 and medical records files).
Employee Handbook Review	\$75/hour
Employee Handbook Custom Development	\$500
Developing Policies and Procedures	\$75/hour
Legally Required Postings – Federal & State	\$25 per poster
State Unemployment Claims/Hearings/ Appeals	\$250 per hearing
Management Training (Interview Skills – Do's and Don'ts when conducting an interview)	\$400 (4 hours minimum)
Sexual Harassment policy Development & Training	\$400 (4 hours minimum)
Job Description Development	\$100 per position