

# Hiring Smart

**Hiring smart is critical to the success of any business.**

Office Angels offers practical, cost-saving solutions for solo-preneurs making the transition to being an employer, and for employers who are adding to their staff. Here are some “to-do’s” that we can help with:

- Create job descriptions
- Identify appropriate talent sources
- Craft a job posting that will attract the right candidates
- Cull through resumes and select the best
- Provide interview coaching (focusing on behavioral interviewing)
- Check references, conduct background checks, verify I-9 status
- Prepare offer of employment
- Present new hire paperwork
- Develop and implement orientation program
- Set up and maintain employee files
- Develop and update policies and procedures, employment manuals
- Ensure compliance with State/Federal employment law
- Develop performance evaluation tools to ensure results and cultivate employee loyalty
- Develop plans for staff to take on additional duties and identify training resources.



Office Angels will work with you to determine just what you need to find the right candidates for your growing business. [Call \(770\) 442-9246](tel:7704429246) or [email us \[essie@officeangels.us\]](mailto:essie@officeangels.us) to learn more.

## Human Resources Services for Small Businesses

**Employment (Recruitment & Staffing) Package** – includes all aspects of the hiring process

- Job Description Development
- Advertisement copy for job posting/ad
- Job Posting the ad (plus the charge for posting on paid job sites)
- Identifying and sourcing candidates
- Preliminary (phone screen) interviews
- Presentation of top candidates to business owner
- Interview coaching for business owner
  - Includes questions to ask, questions to avoid
  - Documentation tips
  - Making the offer
- Offer letter development
- Contacting unsuccessful candidates



**Training & Development Package** – for the business owner or designee who will act as office manager and handle employment issues .

- Basic Employment Law
- Avoiding Harassment/Discrimination
- Management Training and Organizational Effectiveness
- Selection Training (development of user guides)
- Handling Conflict (Employee Relations)

**Compliance Package\***

- Determining applicable employment law
- Posting applicable posters required by Law(s)
- Employee File Set Up/ Maintenance
- Worker's Compensation
- Physician Panels
- \* posters/panels additional costs

**Compensation & Benefits Package**

- Pricing Jobs based on Market surveys
- Assessing/Sourcing benefits offerings/packages for small companies
- Aligning employee performance with pay

**A La Carte Services** – an owner may not need a full package and may want to purchase services as needed.

- HR Audit/Report/Debrief
- Job Description Development + Ad Copy/ Placement
- Sourcing and Pre-screening Candidates for Positions
- Assessing Candidates/Preliminary Interviews
- Development or Revisions of Employee Handbook (Not offered in a package)
- Initiation of Background Check/Drug Screen/ Reference Checking
- Offer Letter Development/Response to Unsuccessful Candidates
- Response to Formal Complaints (including unemployment claims)
- Attending Unemployment Hearings
- Preliminary Compliance Audit + Recommendations
- Performance Appraisal System Development
- Employee File Set up and Maintenance
- Job Pricing
- Benefits Comparison & Recommendations
- One on One Coaching/Training for Business Owner
- New Hire – Performance Review Templates (30-60-90 days)
- Employee Annual Performance Review Templates

**Pricing:** Provided once the Scope of Work has been developed and presented to Client.

Please contact us for a complimentary consultation.



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