



PRODUCT PACKAGES

All of Compass' packages offer an initial meeting designed to allow us to get to know about your business' specific details and concerns. There are packages for businesses at any stage of growth – from start-ups to experienced organizations stepping into the next stage of growth.

As with all of Compass' services, you will receive personalized attention, a representative that is committed to understanding your business, and a focus on long-term relationships.

HR Basics Starter Kit

- **Business Overview Meeting**
Consultant will meet with client to gain an understanding of the overall business, its objectives and areas of concern. The overall kit will be produced with this information in mind to ensure that materials and recommendations are consistent with necessary risk management factors.
- **Handbook Template**
 - Customized for size of business
- **New Hire Packet Template**
 - Employment Application
 - Emergency Information Form
 - EEOC Information Form
 - Offer Letter Template
- **Personnel File Templates**
 - Employment File
 - Benefit File
- **Safety Committee Guidelines**
- **2 Hour Interview Skills Training**

HR Foundation Assessment

■ Business Overview Meeting

Consultant will meet with client to gain an understanding of the overall business, its objectives and areas of concern. The overall assessment will be conducted with this information in mind to ensure that recommendations are consistent with achieving the desired business results.

■ Foundation Assessment

Consultant will review key HR elements for existence, timeliness, and compliance with government regulations.

- Policies
- Essential Forms
- Job Descriptions
- Personnel File Structure
- Handbook Content (non-legal review)

■ Assessment Results and Recommendations

Consultant will meet with client to review the results of the assessment and present recommendations for future action.

Intermediate Assessment

■ Business Overview Meeting

Consultant will meet with client to gain an understanding of the overall business, its objectives and areas of concern. The overall assessment will be conducted with this information in mind to ensure that recommendations are consistent with achieving the desired business results.

■ Recruitment Process

Assessment for structure, turnaround and results

■ Performance Management

Assessment for relevance and results, usable format

■ Compensation Structure

Assessment of methodology for compensating employees including base pay and incentives.

■ Employee Exit Process

Assessment of consistency, information gathering, security, severance, etc.

■ Assessment Results and Recommendations

Consultant will meet with client to review the results of the assessment and present recommendations for future action.

Training Services

■ Benefit Administration

- Auditing, Troubleshooting
- COBRA/HIPPA processes
- Renewal Process

4 hours, up to 2 key employees

■ Interviewing Skills

- Behavioral interviewing process
- Candidate rating and selection

2 hour class, up to 10 managers

■ Performance Management

- Effective communication
- Goal setting
- Performance improvement plans

3 hour class, up to 10 managers