



EXECUTIVE SEARCH • HUMAN CAPITAL CONSULTING • ASSESSMENT & DEVELOPMENT
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HUMAN RESOURCES SERVICES FOR MSBO MEMBERS
 May 26, 2016

Service Description for Members
 To Be Posted on the MSBO Website

Organization	Service	Description	Cost to Members
MSBO	MSBO Website Posting	Unlimited posting on the MSBO website with a link to your position description with instructions on how to apply.	Free
Hiring Solutions (HSLC)	HSLC / MSBO Website Posting and credential review	Includes a 45-day website posting on the MSBO and Hiring Solutions LLC websites. All applicants will apply through the HSLC applicant tracking system and be reviewed and sorted by the HSLC Consultants into three categories: Top Tier, Second Tier, and Rejected based on applicant qualifications. After the 90 days, HSLC will send the client a list of all the applicants which have been sorted into Top Tier, Second Tier, and Rejected categories. In addition, all of the Top Tier and Second Tier credentials will also be sent to the client for further consideration.	\$250
	Recruiting Assistance	Includes a 90-day website posting on the MSBO and Hiring Solutions LLC websites. In addition, HSLC Consultants will review paper credentials and conduct phone screens with Top Tier candidates and obtain a completed Background and Employment History Form which includes applicant dates of employment, salary history, reasons for leaving, former position responsibilities, supervisor names, what they liked most / least about previous positions, what is most important to them in their next position, references, and background issues. This information will be provided to the client for their review so applicants can be selected for further consideration. This process does not guarantee the position will be filled.	6% of salary range midpoint
	Reference Checks	HSLC Consultants will contact applicant references and verify candidate dates of employment, position title, competency in former position (1-10 scale), strengths, weaknesses, areas for professional development and whether or not the reference would hire the candidate again.	\$80 / reference
	Background Checks	Check and verify candidate credit, criminal, motor vehicle and educational background. Other checks to be conducted by district / school.	\$125

Hiring Solutions (HSLLC)	Personality and Mental Aptitude Assessment	This Assessment measures multiple mental and personality traits and is an industry proven predictor of success. This evaluation typically takes candidates an hour to complete. We provide clients with the assessment score, a five page written report and a verbal evaluation to the hiring manager.	\$250
	Behavioral (Leadership) Assessment	This Assessment evaluates candidates on four distinct leadership attributes. This assessment typically takes candidates fifteen minutes to complete. Clients will be provided with a seven page "Insight Profile" detailing the individual's commitment and cooperation tendencies, ability to work effectively in a team, ability to resolve and prevent conflict and ability to gain influence in an organization.	\$100
	Employee Reliability Assessment	This evaluation determines a candidate's level of risk on seven behavior scales which include emotional maturity, job conscientiousness, trustworthiness, job commitment, safety, and drug / alcohol tendencies. This aids in the selection of reliable employees and will screen out individuals possessing unreliable behavior. This is an untimed assessment that typically takes applicants fifteen minutes to complete. Clients will be provided with a one page summary of the candidates ranking on each scale. This assessment is typically used on lower level positions where turnover is an issue.	\$55
	Ability to Learn Assessment	This Assessment measures an applicant's ability to learn and provides interpretive data that indicates job (promotion) potential, education potential and training potential. It is a widely recognized test of general cognitive ability and has a proven track record of helping employer identify, select, place, train, and promote qualified individuals. This assessment takes applicants twelve minutes to complete. We guide clients through the interpretation and provide a one page summary detailing the candidate's score.	\$40
	Skills Testing Assessment	Microsoft products including: Word, Excel, PowerPoint, and Access.	\$40
	Full Search	HSLLC Consultants will conduct all networking, screening, and assessment activities and recommend 2-4 finalists to be interviewed by the client. This process guarantees the position will be filled or HSLLC will continue to search and network for candidates.	15% of salary range midpoint