



EXECUTIVE SEARCH • HUMAN CAPITAL CONSULTING • ASSESSMENT & DEVELOPMENT
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Hiring Solutions LLC will work closely with your organization on specific projects identified by management and/or to identify whether the HR department's specific practice areas or processes are adequate, legal and effective; customizing the services to work within your organization's strategic initiatives and budget. The results obtained from Hiring Solutions' services can help identify gaps in HR practices to minimize lawsuits or regulatory violations. The services identified below provide a brief scope of the project and the estimated cost.

Description of Services and Pricing Estimate for MSBO Members

	Service	Description	Cost
Project Related	HR Audit	<p>An HR audit can be structured to be either comprehensive or specifically focused, within the constraints of time, budgets, and staff. There are several types of audits, and each is designed to accomplish different objectives. Some of the more common types are:</p> <p>Compliance. Focuses on how well the organization is complying with current federal, state, and local laws and regulations. *</p> <p>Strategic. Focuses on strengths and weaknesses of systems and processes to determine whether they align with the HR department's and the organization's strategic plan.</p> <p>Function-specific. Focuses on a specific area in the HR function (e.g., payroll, performance management, records retention, recruiting, etc.).</p> <p>Findings will be presented to management and HSLLC Consultants will assist in creating a plan for improvements and implementation.</p>	\$175/hour
	Job Descriptions	<p>Each incumbent employee completes a Position Analysis Questionnaire to learn more about their role and job responsibilities. Once complete, an HSLLC representative interviews the employee and asks follow-up questions for clarification. A draft job description is created, it is presented to the employee's manager for review and feedback, and a final version presented to the organization.</p>	\$175/hour

*Note: HR Compliance Audit topics may include ADA Compliance, EEO Compliance, FMLA, I-9 Compliance, Unemployment, Workers Compensation, etc.

	Compensation Study: Internal Equity	HSLLC Consultants will work with the Human Resources and/or Management Team to create compensable factors for the positions being evaluated. Positions will be given a point system, based on information in the job description, to determine how they fit within your range structure.	\$250/job
	Compensation Study: External Equity	HSLLC Consultants will utilize various sources to determine where your organization's jobs compare to others in the industry. Ideally, we seek to obtain 4-6 data points for each position to determine the salary range for each position. Internal and External Equity studies can be conducted separately or together, for a more comprehensive study.	\$550/job
	Performance Evaluations	The purposes of the performance evaluation are to promote communication and provide useful feedback about job performance, to facilitate better working relationships, to provide a historical record of performance, and contribute to professional development. HSLLC Consultants will evaluate current practices, offer suggestions for improvement and if necessary, provide training to managers to improve their performance evaluation skills.	\$175/hour

Search Services

	Service	Description	Cost
Assessments	Personality and Mental Aptitude Assessment	This assessment measures multiple mental (mental acuity, business terms, memory recall, vocabulary, numerical perception, and mechanical interest) 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

	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.	\$55
	Skills Testing Assessment	Microsoft products including: Word, Excel, PowerPoint, and Access.	\$55
Talent Acquisition	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.	18% of salary range midpoint
	Recruiting Assistance	HSLLC Consultants will review 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.	10% of salary range midpoint
	HSLLC Website Posting	Includes a 90-day website posting on the Hiring Solutions LLC website. All applicants will apply through the HSLLC applicant tracking system and be reviewed and sorted by the HSLLC Consultants into three categories: Top Tier, Second Tier, and Rejected based on applicant qualifications. In addition, all of the Top Tier and Second Tier credentials will also be sent to the client for further consideration.	\$250
	MSBO Website Posting	Unlimited posting on the MSBO website with a link to your position description with instructions on how to apply. To post a job please contact jobs@msbo.org	Free
Other Services	Reference Checks	HSLLC 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.	\$200 for three references
	Background Checks	Check and verify candidate credit, criminal, motor vehicle, and educational background. Other checks to be conducted by district / school.	\$175