

*KE Human Resource Consulting*

*Proposal for HallStarz*

First and foremost, thank you very much for the opportunity to present you with human resource consulting information. In this document you will find information on how “KE Human Resource Consulting would like to work with you in the development of an integrated human resource strategy. KE Human Resource Consulting believes in developing and cultivating strong relationships with our clients, and therefore you will find information on how we will become an extended member of your organization in an effort to successfully build a strong, cohesive and human resource campaign tailored specifically to your short term and long term efforts.

One of the themes of KE Human Resource Consulting is the close relationship that we build with our clients. The difference between KE Human Resource Consulting and other agencies is that we are collaborative and consultative throughout the entire process.

**During our meeting last week we discussed how we will assist you with your Human Resource needs:**

## **POLICIES AND PROCEDURES\***

Develop and apply all policies and procedures that comply with state and federal guidelines. Ensure the human resource policy manual is up to date. We will provide an initial evaluation of all policies and procedures with the current HR representative at HallStarz and develop a set of policies and procedures to be used by HallStarz including a policy manual. These policies would be reviewed and updated on an annual basis. Any mid-year changes to the policies and procedures that are identified as necessary due to new regulation will be presented at the time the necessity is identified.

**Cost:** Initial Evaluation and Development \$ 5,375 , Annual Review \$500 , Mid-Year Changes \$125 hour

KE Human Resource Consulting does not provide legal advice.

## **ESTABLISH RECRUITING AND HIRING STANDARDS**

Through an initial engagement we will establish a set of standards (SOP) according to best practices in the process of recruiting and hiring new personnel. We will outline a workflow for the process, create a basic policy for posting open positions, job analysis , develop job descriptions, create a set of legal and standard interview tactics, provide tips on candidate selection and outline the process of pre-employment screening. We would also be available to provide ongoing support and consultation for this process as a Monthly Services . **Cost:** One-time Set Up Fee \$ 2,325

## **DEVELOP A NEW EMPLOYEE ON-BOARDING PROCESS**

This engagement would begin with an evaluation of the process(es) currently in place for onboarding new employees. We would then establish a standard process for on-boarding all new employees across the organization from the day they accept the position to their 90 day evaluation. We would also be available to provide ongoing support and consultation for this process as a Monthly Services . **Cost:** One-time Set Up Fee \$ 1,875

## **EMPLOYEE PARTICIPATION PROGRAM (EPP)**

Through this engagement we will assist the manager of HallStarz in the creation of training and development programs, through the EPP, that meets the needs of the staff and the management team while also meeting the objectives of the organization. We would create the line up of

relevant subjects and classes, and if necessary assist in performing training. **Cost:** Annual Planning and line up Completion \$ 2,500 . Training Onsite \$ 125 / hour.

## **EMPLOYEE ANNUAL PLANNING (EAP)**

The initial engagement will begin with the creation of an Employee Annual Planning (EAP) Process that fits the objective of the organization. We would first analyze the culture of the organization and establish an Employee Annual Planning structure that would be appropriate and determine the employee motivation that would be used in driving the incentive. When the program is approved, we will provide training for the Management Team explaining the new program and any new forms they will need to use. On an annual basis, we will provide reminders to the management team about deadlines, be available to answer questions about the process and review completed forms before they are presented to the employee. **Cost:** One-time Set Up Fee \$ 1,250 , Annual Support and Consultation \$ / year Continual Month-to-Month Services <

## **RECRUITING AND HIRING PROCESS**

After the initial engagement, which is previously mentioned we will provide ongoing support and consultation to the management team of HallStarz in all matters of recruiting and hiring. This support would be supplied mainly through email and phone communications when members of the leadership team have questions regarding the process or best practices of recruiting and hiring and also to discuss specific situations or scenarios for which they would like consultation.

## **NEW EMPLOYEE ON-BOARDING PROCESS**

After the development of the new employee on-boarding process, we will provide ongoing support to the management team of HallStarz in all matters of new employees and on-boarding. This support would be supplied mainly through email and phone communications. This may include assistance in identifying the need for and reviewing developed training guide books specific to each department or responsibility.

## **EMPLOYEE RELATIONS**

We would provide HallStarz with coaching for the management team in clarification and application of organizational policies. We would also assist in addressing any potential issues that arise, and provide coaching support for managers with regards to employee relations. This support would be supplied mainly through email and phone communications.

## EVALUATE DEPARTMENTAL PERFORMANCE AND MAKE RECOMMENDATIONS

On a continuing basis we will evaluate reports and results in each department, as determined by the Owner/ Manager, in relation to established goals for that department. If necessary we will report to the Owner/ Manager any recommendations we may have to evoke improvements in efficiency as well as in services performed.

	<b>Initial</b>	<b>Monthly</b>	<b>Annual</b>	<b>Hourly</b>
Policy & Procedure valuation and Development	\$5,375		\$500	Midyr change \$125
Recruiting & Hiring	\$2,325			
New employee onboarding	\$1,875			
EPP	\$2,500			Onsite training \$125
EAP	\$1,200			