

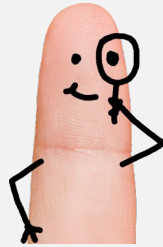


# consultingKit

HR Services Proposal

Client Name





### Preview for this page is not available

This template is included in the **HR Consulting Kit**, a comprehensive kit that features templates & best practices to set up & manage your HR consulting practice.

Unlock all templates included in the  
ConnectsUs HR™ Consulting Kit.  
[Link in footer.](#)

# Proposal

## Initial Approach

To maximize the return on investment (ROI) of HR services, it's our practice to initially provide transactional HR services during a 4-6 week period. During this period, we address immediate HR needs, while spending some time on site talking with stakeholders, understanding the client's business, and creating an HR plan to be executed during a follow-on period.

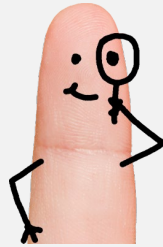
The client is often unclear about what's needed to optimize HR operations and this 4-6 week period is invaluable for the client and its stakeholders to provide input into what's working, what may not be optimal, potential HR gaps, and an HR plan.

## Proposed Services, Fees & Timelines

We recommend that HR services hours are front-loaded to maximize momentum and continuity at the commencement of the engagement. Hours may be adjusted after 4-6 weeks once deliverables are defined.

- 20 hours a week
- Blended hourly rate: \$ [REDACTED]
- Administration services billed at \$ [REDACTED] /hour
- Detailed breakdown of hours and activities provided with invoice

	Hours	Cost	Deliverables
<b>Weeks 1 through 4</b>	<ul style="list-style-type: none"> <li>♦ 80 hours</li> <li>♦ Tuesdays &amp; Thursdays on site: 7 hours</li> <li>♦ Work remotely 6 hours to execute on projects and documentation</li> </ul>	\$ [REDACTED]	<ul style="list-style-type: none"> <li>♦ Transactional HR based on priorities</li> <li>♦ Orientation, meet with stakeholders, conduct climate assessment, identify gaps, create report and HR plan</li> </ul>
<b>Weeks 5 through 12</b>	<ul style="list-style-type: none"> <li>♦ 160 hours</li> <li>♦ Tuesdays &amp; Thursdays on site 7 hours</li> <li>♦ Work remotely 6 hours to execute</li> </ul>	\$ [REDACTED]	<ul style="list-style-type: none"> <li>♦ Transactional HR based on priorities</li> <li>♦ Execute HR Plan</li> <li>♦ Hire HR professional for client</li> </ul>



### Preview for this page is not available

This template is included in the **HR Consulting Kit**, a comprehensive kit that features templates & best practices to set up & manage your HR consulting practice.

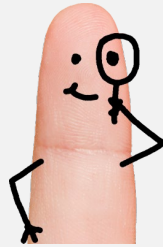
Unlock all templates included in the  
ConnectsUs HR™ Consulting Kit.  
[Link in footer.](#)

## Menu of Services

---

Your HR Consulting Practice has the experience to provide HR expertise in all areas of HR in your province or City. Below is a list of available HR services.

- ♦ HR strategy
- ♦ Organizational structure
- ♦ Hiring process (opening new positions, marketing positions, collecting applications, interviewing, reference checking, profiling, extending offers, orientation)
- ♦ Creating compelling website career pages
- ♦ Employment or independent contractor agreements
- ♦ Employee manual and policies and procedures
- ♦ Incentive/bonus plans
- ♦ Transactional HR
- ♦ Salary surveys and market comparisons
- ♦ Performance review process
- ♦ Job descriptions & job evaluation
- ♦ Orientation programs
- ♦ Employee survey
- ♦ Employee database
- ♦ Hiring of full-time or part-time HR professional who's right for the client
- ♦ Training of HR delegate



### Preview for this page is not available

This template is included in the **HR Consulting Kit**, a comprehensive kit that features templates & best practices to set up & manage your HR consulting practice.

Unlock all templates included in the  
ConnectsUs HR™ Consulting Kit.  
[Link in footer.](#)

## Housekeeping

The following items will be included in a contract agreement signed by both parties.

- ♦ Services are performed by **Your Name**.
- ♦ **Your HR Consulting Practice** has its own tools as follows: office space, desktop computer, laptop, internet connection, printers, phone, shredder, backup services, Professional Dropbox subscription, software, anti-virus.
- ♦ **Your HR Consulting Practice** is covered by **Your provincial WCB** and carries Error and Omissions insurance.
- ♦ Contract begins **date**, with availability to provide ad hoc services before that date.
- ♦ **Your HR Consulting Practice** commits to being available to provide 3 months of services to **client name**.
- ♦ **Client name** will be provided with **Your HR Consulting Practice** invoices on the 15 and last day of the month.
- ♦ Invoices will include detailed breakdown of hours and activities
- ♦ Travel time is not billable
- ♦ Invoices are payable by electronic payment within 15 days.