



Form Completed By:	Name, Title
Date:	DD/MM/YYYY

Employee Name:			
Current Title:			
Current Salary:	\$		
Current Salary Effective Date:	DD/MM/YYYY		
Last Bonus Received:	\$		DD/MM/YYYY
Tenure:		years	
Highest Education Level:			
Relevant Years of Working Experience Relating to the Position:		years	

Recommended Compensation Change:	
Compensation Change Type:	Ongoing <input type="checkbox"/> Temporary <input type="checkbox"/>
Compensation Change Effective Date:	DD/MM/YYYY

Recommendation Summary

Insert summary here.

- ◆ Use bullets if required
- ◆

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Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!



Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.



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