

HR SUPPORT SERVICES (Non-Legal)

Ideal For

Small teams, new employers, and independent contractors hiring support.

Service Overview

Streamline your HR admin with professional support. Perfect for businesses hiring their first staff member or needing help maintaining HR documents and compliance.

What's Included

- Job postings (writing & publishing)
- Applicant screening
- Hiring Events & Interview coordination
- Onboarding documentation
- New hire checklists
- Employee file setup & organization
- Non-legal HR policy drafting
- Employee communication templates

Pricing

- Starting at Standard HR Administrative Support **\$50/hr.**

Includes:

- Job posting creation
- Uploading jobs to platforms
- Screening applicants
- Resume sorting & scoring
- New hire document prep
- Employee file organization
- Light policy drafting (non-legal)
- Onboarding checklists
- Interview scheduling

Best for: Small teams, first-time employers, and growing businesses.

- Flat-rate recruiting packages available

Perfect for clients who want hands-free hiring support.

1. Recruiting Lite Package — \$175

Includes:

- 1 job posting (written + posted)
- Resume sorting (up to 30 applicants)
- Shortlist of top 5–7 candidates
- Email introductions
- Interview scheduling
- Candidate tracker

2. Recruiting Standard Package — \$295

Includes everything in Lite PLUS:

- 2 job postings
- Screening questionnaire
- Phone screening (up to 5 candidates)
- Detailed candidate notes
- Updated interview calendar

3. Recruiting Premium Package — \$475

Full hiring support for one role

Includes:

- Job posting on multiple platforms
- Resume screening (up to 75 applicants)
- Phone screenings
- Coordinating interviews
- Candidate ranking sheet
- New hire onboarding packet
- Offer letter formatting (non-legal)

Perfect for businesses that need a “mini recruiter” without the full-time cost.