



## HR TOOLBOX

- For more information on the following please contact me. Fee Schedule attached for these resources:
  - Sample Application
  - Background Check Resources
  - Employee File Setup
  - HR Employee Training
  - Interview Questions
  - Job Applications
  - Job Description Template
  - Medical Evaluations (Spanish included)
  - New Hire Activity (provided FREE to you)

Policies and procedure documents tailored to your organization are available upon request.

Basic Documents (You will need to make your own, i.e. Loge etc.) \$30 each (customized \$50 each)

Fees for service:

Projects, retainer of \$200, completed project (included is the retainer) \$500

Handbooks, Job Descriptions, Advertising

Hourly basis: \$75.00