

# HR Essentials



Dear Customer

Welcome to the HR Essentials Package! We are pleased to introduce this service and show how it can support your business's success. This proposal includes full details of everything the HR Essentials Package offers and how we can work together to meet your HR needs. We look forward to partnering with you!

## The HR Essentials Package is ideal for:

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Small businesses (up to 20 employees) seeking foundational HR guidance and support, ensuring compliance and smooth operations in key HR areas.

## What's Included:

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### 1. HR Policy & Employee Handbook Creation

- **Tailored Policies:** We create clear, customised policies that align with your business values and UK employment law.
- **Comprehensive Handbook:** A professional employee handbook covering topics like leave, conduct, working hours, and company benefits.

### 2. Recruitment Support (1-2 hires per month)

- **Job Posting Creation:** Help with drafting and posting job descriptions on appropriate job boards.
- **Candidate Shortlisting:** Screening applicants, shortlisting the best candidates, and providing interview guidance.
- **Onboarding Plan:** Ensuring your new hires have a seamless start with a structured onboarding plan.

### 3. Employment Contracts Drafting & Compliance

- **Legally Sound Contracts:** Drafting legally compliant employment contracts, covering full-time, part-time, or temporary roles.
- **Compliance Assurance:** Ensuring your employment documents adhere to UK labor laws, protecting your business and employees.

## 4. Onboarding Process Development

- **Onboarding Checklist:** Step-by-step process to integrate new employees into your business smoothly.
- **Custom Onboarding Materials:** Creation of company-specific onboarding materials to welcome new team members effectively.

## 5. Basic Employee Relations Support

- **HR Consultation:** Offering guidance on common employee relations matters such as attendance, grievances, and disciplinary actions.
- **Conflict Resolution:** Providing advice on resolving workplace conflicts and fostering a positive work environment.

## 6. Monthly HR Check-ins

- **Ongoing Support:** Regular monthly HR check-ins to ensure your HR processes are running smoothly and to address any new concerns.
- **Continuous Improvement:** We provide actionable insights to keep your business aligned with best HR practices as you grow.

# Package Benefits:

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### 1. Streamlined HR Compliance

- Avoid legal risks with professionally drafted policies, contracts, and handbooks that comply with UK employment laws.
- Enjoy peace of mind knowing your HR foundation is legally sound and up to date.

### 2. Efficient Recruitment Support

- Save time and resources with tailored job postings, candidate shortlisting, and interview guidance for up to 2 hires per month.
- Attract top talent with well-crafted job descriptions that reflect your business values.

### 3. Enhanced Employee Onboarding

- Set your new hires up for success with custom onboarding materials and structured checklists.
- Create a welcoming and professional first impression to boost employee engagement and retention.

### 4. Proactive Employee Relations Management

- Receive expert guidance on handling common workplace issues like grievances, attendance, and disciplinary actions.
- Foster a positive work environment with conflict resolution support and actionable strategies.

## 5. Dedicated Ongoing HR Support

- Stay on track with monthly HR check-ins to address emerging challenges and optimise your processes.
- Gain access to continuous insights for improving HR practices and supporting business growth.

## Pricing:

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- **One-Time Setup Fee: £800** This covers the initial policy creation, recruitment setup, contracts drafting, and onboarding development.
- **Ongoing Monthly Support: £300/month**  
Includes recruitment assistance, monthly check-ins, employee relations support, and updates to HR policies and procedures as needed.

## Why Choose Us?:

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- **Cost-Effective:** Avoid the cost of hiring a full-time HR professional by accessing expert support on a flexible basis.
- **Compliance Peace of Mind:** Keep your business in line with all legal HR requirements.
- **Enhanced Employee Satisfaction:** Ensure new hires and current employees feel supported and engaged.

## Let's Get Started!:

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Contact us today to discuss how we can support your HR needs:

**Email:** [info@peoplepulsehr.co.uk](mailto:info@peoplepulsehr.co.uk)

**Website:** [www.peoplepulsehr.co.uk](http://www.peoplepulsehr.co.uk)