



Right People, Right Now



# Introducing Corner Office Consultants

## *Human Resource Experts for Small Business*

Sometimes getting the good employees and keeping them can seem overwhelming for smaller companies! With all of the complex laws how do you know you are protecting your company from compliance or legal issues? Corner Office Consultants is here to help you with those General HR needs. By grouping all HR functions around **Attraction**, **Retention** and **Offboarding** of employees, we've created an efficient way to solve your needs, while being there when you need us. After all, without the right people in the right place with the right outlook, your company isn't positioned for optimal growth.

*Corner Office Consultants service is not about one transaction - it's about helping the long-term success of a company as well as the ongoing life and career fulfillment of its employees.*

### *We are Big on Small Business*

Here's how we can help you:

#### Attraction

- Onboarding/Hiring Package
- Compliance Package
- Outsourced Recruiting /Sourcing

#### Retention

- Coaching/Training
- Performance Reviews
- Employee Surveys

#### Offboarding

- Offboarding Processing
- Outplacement Consulting
- Representation at Unemployment Hearings

#### On-Call HR

- HR Support whenever you need it
- Basic, Pro and Plus Packages

### *Our History*

Founded in 2002 by Human Resource and Consulting Professionals, Corner Office Consultants set out to provide Corporate HR expertise to our niche market - companies 150 employees or below. We do this at an affordable price, while providing the Fortune 100 experience you deserve. Located in Atlanta and Memphis, we are the Southeast leader in working with small businesses. We understand the HR challenges our clients face - because we've been there- and we are committed solving those problems for you.

*We are here to take care of your HR needs, so YOU don't have to!*



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# Corner Office Consultants Advantage

“Corner Office helped me locate one of the finest employees I’ve ever hired. Having the right people allows us to focus on external business issues rather than internal employee issues.”

Tom Scardino, President  
New World Media

“We were looking for a reliable company to keep ours compliant and were very happy to find Corner Office Consultants. COC got us on the right track and is an invaluable source of knowledge for any issues that arise.”

Jennifer Damico  
Director Strategic Global  
Operations - Intellione

“I feel very good about working with you and think we will be a good fit for each other. I already feel like you have more of an interest in our success than the other three companies we’ve used over the years.”

Lynn Pasqualetti, Managing  
Partner  
HLM Financial Group

Does Your HR Supplier Have...		
	Them	Corner Office Consultants
Certified Human Resource Experts	No	YES
Certified Recruiters and Sourcers	No	YES
Master Certified Coach - one of only 200 in the nation	No	YES
No Payroll Requirement in order to have General HR Support	No	YES
1 Year Guarantee on our Recruited Candidates	No	YES
Rollover Hours for On-Call HR Support	No	YES
Extended Recruiting Networks via Web 2.0 Networking - NOT reliant on Job Boards	No	YES
Customized Solutions - “You” Focused	No	YES
Local Onsite Support Available	No	YES
Dedicated phone number for your business	No	YES
Specialize ONLY in Businesses up to 150 Employees	No	YES
Quality over Quantity - We are focused on providing the best service to our clients, NOT bragging about how many clients we have	No	YES

## Ask Yourself These Questions

- 1) Is my company compliant and adhering to all legal requirements?
- 2) What can I do to reduce turnover?
- 3) How can I identify future leaders and get them trained?
- 4) How can I implement Employee Reviews that will drive company performance?
- 5) Is my team identifying the best people to bring into our company?
- 6) Do my employees like it here or are they part of the 60% of people that will change jobs as the economy strengthens?

*Give Us a Call and We’ll be Glad to Help!*



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## Corner Office Consultants On-Call HR Packages

with unprecedented

### **Rollover Hours**

that allow you to rollover any hours you do not use to the next month.

**No Use-it or Lose-it here!**

Service	a la carte	On-Call HR		
		Basic (5 Hrs/ Mo)	Pro (15 Hrs / Mo)	Plus (25 Hrs / Mo)
<b>Attraction</b>				
Hiring/Onboarding Package	●			
Compliance Package	●			
Reference Checks	●	●	●	●
Background Checks	●	●	●	●
Behavioral / Technical Assessments	●	●	●	●
Basic Sourcing	●		●	●
Advanced Sourcing	●		20% Discount	20% Discount
Basic Recruiting	●		20% Discount	20% Discount
Advanced Recruiting	●		20% Discount	20% Discount
<b>Retention</b>				
Employee Performance Reviews	●		●	●
Employee Surveys	●		●	●
Employee/Supervisor Training	●		●	●
Leadership Development	●			●
Executive Coaching / One on One	●			Discount
<b>Offboarding</b>				
Offboarding Processing - Exit Interviews, Processing		●	●	●
Representation at Unemployment Hearings		●	●	●
Outplacement Coaching - Individual	●			●
Outplacement Coaching - Group	●			20% Discount
<b>General</b>				
General Questions via email, phone		●	●	●

**Hiring Package** includes: Hiring Strategy Review, Process Design, Employment Branding, Training (Interview and Onboarding), Customized Flowchart and Manual, New Hire Procedures, Job Description Templates, Customized Employment Application and other New Hire Forms

**Compliance Package** includes: Records Audit, Employee Classification Audit (FLSA), Company Policies Review, Compliance Checklist, FLSA Guidelines, Employee Handbook, Records Retention Guidelines

**Sourcing (Basic/Advanced)** includes: Job Advertising and Targeted Searches, Name Generation, Background/Reference Check

**Recruiting (Basic/Advanced)** includes: Full Service Recruiting, 1 year Replacement Guarantee, Background/Reference Check, Assessments