

# HR Quick Start by [HRAnswers.org](https://hranswers.org)

**Get Familiar with Small Business HR Concepts.** The expert team at HR Answers has been honored to provide hundreds of small business leaders with practical, important information that they can use to manage human resources in their business. The **HR Quick Start Project** has been designed specifically for you, the small business leader, and your unique HR needs.

**Get Answers to Your Most Pressing HR Questions.** We realize you don't have endless hours to dedicate to the researching every HR question that you may have as a small business leader. You have a business to run.

We have developed a framework that will guide us as we dive deep into the most important areas of HR compliance and management for your small business. You will also have open-access to a library of HR Tool Kits, documents, samples and resources designed with you, the small business leader, in mind.

## What Our Clients Are Saying About Us.

- *"The is the best investment that I've made in my business." Michael B, Glenview Counseling Services, Chicago, IL*
- *"This is a MUST if you have employees! Niki is hands down the BEST HR consultant you will find who pours her whole heart into her work and I'm so grateful for her support & wisdom. You will not regret the investment in yourself and your business!" – Melanie, Space Coast Pet Services, Florida*
- *"HRAnswers approach to Human Resources is light-years ahead of any similar service we have ever seen." – Kacey, End 2 End Technologies, Arizona*
- *"Working with Niki and HR Answers has changed my business." – JD, Tee Jay Retail Group, Arizona*



### Meet the Founder.

Niki Ramirez, MBA | THRP | PHR | SHRM-CP  
**Founder & Principal Consultant at HR Answers LLC**  
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Niki Ramirez is the Founder and Principal Consultant at HR Answers LLC, an Arizona-based, consulting firm dedicated to providing progressive, impactful human resources consultation, guidance, training and support to small business leaders. Niki leads a the team of professional HR consultants, each who share the same strong desire to educate and empower business owner, employees, and company leaders to work in partnership to design and implement HR programs that drive the success of their organization and improve their bottom line. Each HR Consultant holds a master's degree and current HR Certification, and has over 10 years of experience in HR program development and management.

Getting Started is easy.  
Email [nramirez@hranswers.org](mailto:nramirez@hranswers.org), and away we go!

# HR Quick Start

by [HRAnswers.org](http://HRAnswers.org)

**Reduce stress. Save time.** We realize you don't have endless hours to dedicate to building a human resources program. Our experienced team of experts will take on the burden of research, development, and will keep you up to date with human resources trends and regulatory changes. **You keep up with your growing business.**

## **WHAT'S INCLUDED?**

Our HR Quick Start includes a detailed review and "deep dive" consultation in each of the following core areas of human resources management and compliance, and more:

**Custom Employee Handbook & Compliance:** Create culture. Outline responsibilities. Reduce liability.

- Review and discuss your current handbook policies or create a new handbook
- Complete, customized handbook *including federal and state law and regulation review*
- Industry and Company-specific policies and procedures

**Job Descriptions:** Clear up confusion. Share expectations and outline responsibilities.

- How to develop job descriptions that support employee success and protect you from liability.

**Interviewing & Hiring:** Find and hire the right employees to grow your business.

- Application for Employment
- Phone screening sample questions
- Sample interview questions
- Interview evaluation sheet
- Reference check form

**Employee Performance Appraisal:** Keep morale up. Let employees know how they are doing.

- Performance Evaluation Form
- Employee Goal Setting & Success Accelerator Tool Kit

**General Workplace Injury & Illness Procedures:** Accidents happen. Be ready.

- Comprehensive procedure
- Worker's Report of Injury
- Employer's Report of Injury



**Employee Separation:** Stay organized and reduce future liability.

- Comprehensive Employee Separation Procedure
- Unemployment Insurance Checklist

**New Hire & Other Employee Management Forms:** Documentation is a key to successful employment.

- New Employee Information Form
- Current Federal tax withholding form
- Current State tax withholding form(s)
- Direct Deposit Authorization Form
- Payroll Deduction Authorization Form
- Company Property Checklist
- Uniforms Policy & Agreement
- Discipline forms: documentation of verbal warning, written warning form, etc.

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The HR Quick Start has been developed as a result of conducting 100's of small business HR audits and projects over the last 15 years. Our unique, multi-step process has been designed to dig into the following critical areas of HR in your business – AND, develop tools and strategies in each area:



*The flat fee for this comprehensive expert-guided project starts at \$5,750*

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