Before bringing new team members on board, it's important to have the right systems in place to ensure a seamless transition and optimal performance. **The Pre-Hire Team Setup Service** is designed to prepare your business for growth by establishing key processes and tools. You can choose from a comprehensive package or select individual services based on your specific needs.

Investment: $500-$5000

1. Standard Operating Procedures (SOPs):

Establish clear guidelines and protocols for various tasks and responsibilities within your team.

- 3 SOPs: Perfect for smaller teams or businesses with focused operations.
- 5 SOPs: Ideal for growing teams with more complex workflows.
- Custom SOPs: We'll help you determine the exact number you need based on your business operations.

2. Project Management Tool Implementation:

Streamline collaboration, task assignment, and progress tracking by implementing a robust project management tool.

- Asana Setup: We'll build out Asana tailored to your team's needs, ensuring everyone is aligned and productive from day one.

3. Employee Handbook Creation:

Develop a comprehensive employee handbook that outlines your company's policies, procedures, and expectations, providing clarity and consistency across your team.

4. Onboarding and Training Procedures:

Design structured onboarding and training processes to help new hires integrate smoothly and become productive quickly.

- Soft Skills, Personal, and Professional Development Training: Equip your team with the essential skills to succeed.
- Software Training: Ensure new hires are proficient in the tools your business uses.
- KPI System Development: Create a system to track your team's progress and performance.

5. Vetting Process Development:

Define a rigorous vetting process to ensure new hires align with your company culture and meet your standards of excellence.

- Job Description Creation: Craft job descriptions that attract the right candidates.
- Interview Process Design: Develop an effective interviewing strategy.
- Hiring Support: Assist with candidate searches and help you identify the best fit for your team.