



Questions to Ask When Selecting an HR Consulting Firm



People are unpredictable.

And the best HR solutions aren't always the same, even for two people in the same situation. That means a cookie-cutter approach to HR won't cut it.

Your business is unique and so are your employees. Their skill sets, needs, wants and personalities are diverse. But how do you manage this diversity and utilize it to the benefit of the organization, while creating an environment that attracts and retains your best people, and doing it all the right way?

Odds are, you need an HR Consultant. But how do you select the best fit without breaking the bank?

We've compiled a useful checklist of questions to ask when interviewing HR consulting firms to help you feel confident that you:

- Have an HR advisor you can trust with your people & business
- Can rest assured that your data is protected
- Have made a cost-effective decision that provides great value
- Have set yourself up for growth

Don't worry. You don't have to walk this path alone. If you have any questions along the way, don't hesitate to contact us.

Good luck!

Eileen

Eileen Levitt, SPHR, SHRM-SCP & CEO of The HR Team



Checklist of questions to ask all HR consulting firms:

- ☐ How long has the firm been in business?
- ☐ How long has your staff been working for you?
- ☐ Are your staff W2 employees or independent contractors?
- ☐ What level of experience do your consultants have in HR?
- ☐ Do I get a dedicated consultant?
- ☐ What is your firm's experience working with small to medium-sized organizations?
- ☐ How is client information protected? Where is business information stored? How is it backed up?
- ☐ Have you done this type of work before?
What will the deliverable look like?
- ☐ How much should I expect to invest in HR outsourcing?
- ☐ Who can I talk to for references of past service?



About The HR Team

1. How long has the firm been in business?

The HR Team was incorporated in 1996 and started providing services to small to medium-sized businesses in 1997. [Learn more about us.](#)

2. How long has your staff been working for you?

Our staff members have worked for The HR Team an average of nine years. [Meet our team.](#)

3. Are your staff W2 employees or independent contractors?

Our dedicated [staff](#) are all W-2 employees.

4. What level of experience do your consultants have in HR?

Our staff includes experienced consultants. All professional staff have a minimum of 10 years' experience and no less than a bachelors degree, but most have masters, 20 years and advanced certifications. [Our team](#) has significant experience working with start-ups and small-to mid-sized organizations.

5. Do I get a dedicated consultant?

If you have committed to a monthly HR outsourcing plan, you'll be assigned a dedicated, experienced professional to handle all of your HR needs. Communications with our clients include weekly/biweekly updates from our consultants and monthly detailed time reports. Communication also includes periodic check-ins from our management team. Managers regularly meet with [team members](#) to ensure we are delivering your work as promised.

About The HR Team

6. What is your firm's experience working with small-to mid-sized organizations?

As of 2021, we have worked with over 800 small for profit businesses and not-for-profit organizations. [Industries we serve.](#)

7. How is client and business information protected and stored? How is it backed up?

Employees are provided with company-owned equipment managed by a professional IT firm. All of our client data is stored on Microsoft's encrypted cloud servers. Microsoft's Azure cloud servers offer the highest level of protection and keep multiple backups of the data in multiple locations.

8. Have you done this type of work before? What will the deliverable look like?

The HR Team has conducted over 100 HR audits and/or assessments, outsourced for over 400 organizations, compiled over 500 handbooks, developed and implemented over 100 performance management programs, conducted over 100 training sessions, and have provided compensation market data on hundreds of positions. No deliverable ever looks the same, as each client's need is unique, and our approach will be customized to your needs.

9. How much should I expect to invest in HR outsourcing?

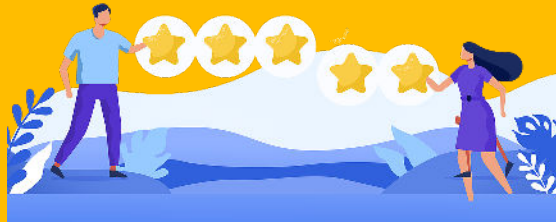
A full-time qualified HR director costs anywhere from \$90,000-\$150,000/year plus benefits, training, taxes, and workspace. The HR Team provides [HR Outsourcing](#) at a fraction of this. Plus, at no additional cost to you, we subscribe to leading information services providing us with applicant tracking; local, national, and state employment laws; employment standards, policies, templates and more.

About The HR Team

10. Who can I talk to for references of past service?

References are always provided and we love to show off our work.

[Read more testimonials.](#)



"The HR Team has been a trusted partner for Plano-Coudon for many years now. They have helped us to document our HR processes, provide professional HR services to our employees and grow the sophistication of our HR program to match the continued growth of our company. We view the HR Team as an extension of our company and look forward to our continued relationship."

- Ryan Coudon Owner & Founder, Plano-Coudon Construction

"The HR Team provides valuable expertise in all aspects of human resources—recruitment and hiring, policy development, and benefits administration. Their guidance in restructuring Reading Is Fundamental's core departments and job descriptions has enabled us to become a more dynamic, forward-thinking organization."

- Alicia Levi President & CEO, Reading is Fundamental

"Karen is the point person for our outsourced HR function and has served us in this capacity for 5+ years. Her work is very high quality, she has a great personality and the results have been outstanding."

- Jesse Gardner Chief Financial Officer, Kelson Energy, Inc.



Book a Free Consultation

Our completely customized [HR services](#) are designed to address your company's specific needs, implementing those initiatives that will bring you the most peace of mind as well as the greatest return on your investment.

By outsourcing your human resource services to our friendly [team of seasoned experts](#), you can free yourself from complex workforce concerns and focus on growing your business.



BOOK YOUR CONSULTATION