



Exclusive Human Resource Consulting Services for Elite Clients

As a valued client of Elite, the following professional human resource management consulting services are available to you through SESCO's Certified human resource management consulting and legal staff.

Services Provided at No Charge

- **Telephone, E-mail and Research Assistance** – A hotline is provided with no maximum time limit to discuss HR/Employment Law questions and needs. 423-764-4127; bill@sescomgt.com
- **SESCO Communications** – You will receive SESCO's newsletter, SESCO's weekly updates and other timely and proactive communications on management and human resource matters.

Services Provided at Reduced Fees

- **Analysis and Review of Your Personnel Policies, Work Rules and Employee Handbooks.** \$250.00 – includes a through follow-up report with staff recommendations.
- **Federal and State Posters** – Special pricing on federal and state poster kits (\$19.95 per federal poster, \$19.95 per state poster kit).
- **Priority service** at reduced fees for requested consulting projects.

Become a Preferred Client

Provides all the services for one low monthly fee

Review and analysis of employee handbooks and policies	✓
Federal and state employment posters	✓
One onsite Human Resource Audit with report per year	✓
Harassment training provided to managers as required by law	✓
Industry Specific Human Resource Guide	✓
One low monthly fee	As low as \$40



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(423) 764-5869 (Fax)

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Founded in 1945, SESCO's client base includes employers in all industries and all states. We are very proud of our complete "toolbox" of consulting services which has been developed based on practical, hands-on experience.

Please FAX this form to: (423) 764-5869

Attention: Bill Ford or bill@sescomgt.com

☐ **Yes, I would like to find out more.**

☐ **Have a professional consultant call me today.**

Name _____

Title _____

Organization _____

Address _____

City/State _____ Zip/Postal Code _____

Phone _____ Fax _____

E-mail _____ Website _____

Please send me information on the following SESCO service(s):

- | | |
|---|---|
| <ul style="list-style-type: none">• Service Agreement (Starting at \$40.00 per month)<ul style="list-style-type: none"><input type="checkbox"/> Complete HR Services<input type="checkbox"/> Products Catalog<input type="checkbox"/> Training Catalog• Leadership Development<ul style="list-style-type: none"><input type="checkbox"/> SESCO Leadership Series<input type="checkbox"/> Vital Learning Training - Leadership<input type="checkbox"/> Sales<input type="checkbox"/> Customer Service<input type="checkbox"/> Labor and Employment Law• Human Resource Management Systems<ul style="list-style-type: none"><input type="checkbox"/> Customized Employee Handbooks<input type="checkbox"/> Compensation Systems<input type="checkbox"/> Performance Management/Appraisal<input type="checkbox"/> Career Pathing/Succession Planning<input type="checkbox"/> Criteria-based Job Descriptions• Workplace Culture<ul style="list-style-type: none"><input type="checkbox"/> Culture Assessments/Identification<input type="checkbox"/> Satisfaction Surveys/Benchmarking<input type="checkbox"/> Diversity Awareness Training<input type="checkbox"/> Change Management• Forms and Publications<ul style="list-style-type: none"><input type="checkbox"/> Personnel Forms<input type="checkbox"/> Employment Kits<input type="checkbox"/> Federal and State Posters<input type="checkbox"/> "Human Resources Guide"<input type="checkbox"/> Compliance Manuals | <ul style="list-style-type: none">• Employment Law Compliance<ul style="list-style-type: none"><input type="checkbox"/> Compliance Assessments<input type="checkbox"/> Representation Before Department of Labor and EEOC<input type="checkbox"/> Required Training (Sex Harassment)<input type="checkbox"/> Wage-Hour Investigations<input type="checkbox"/> Affirmative Action Programs/OFCCP Investigations• Recruitment and Retention<ul style="list-style-type: none"><input type="checkbox"/> Turnover Analysis<input type="checkbox"/> Screening and Hiring Systems/Training<input type="checkbox"/> Industry Specific Applicant Assessment Tools<input type="checkbox"/> Employee Satisfaction Surveys<input type="checkbox"/> Retention Strategies• Organizational Development<ul style="list-style-type: none"><input type="checkbox"/> Team Development<input type="checkbox"/> Individual Assessment/Coaching<input type="checkbox"/> Management Assessment/Appraisal<input type="checkbox"/> Succession Planning<input type="checkbox"/> Family Business Succession Planning• Labor Relations<ul style="list-style-type: none"><input type="checkbox"/> Union Vulnerability Assessments<input type="checkbox"/> Union Campaigns (96% Win Ratio)<input type="checkbox"/> Labor Contract Negotiations<input type="checkbox"/> Prevention/Management Training |
|---|---|