



# Hiring and Recruiting

#### What We Do:

Here at Turning Point Plans, we offer recruiting services. Our recruiting services can either be included in one of our packages, or completely separate.

## What You Get:

- Customized behavioral interview questions
- Match the top 3 candidates
- Telephone Interviews
- In person interview for Candidates
- Assessment testing available for an additional fee
- Background checks available for an additional fee
- Review of offer letter

# We Do It Two Ways:

- 1. Temporary Basis of 16 weeks See what you like with no risk!
- 2. Permanent Placement/Direct Hire

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## Terminations are NOT FUN:

Unfortunately, this is a fact of life in business. Sometimes you must terminate an employee. It is never fun. You may need an expert to protect your business, protect your people and protect yourself.

### What We Do:

Prepare all materials needed for the termination:

- Termination Letter
- Preparation of a non-solicitation agreement for attorney review
- Determine the separation payment for signing the non-solicitation
- Write up the recent reasons the termination will take place
- Prepare COBRA notification
- Determine benefits beyond the termination by reviewing the HR Manual
- Firing the employee and escorting him/her out of the building
- Determine a plan to minimize post termination damage

## Leader:

Work with the Leader to communicate with the staff post termination.

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