

COBBINS CONSULTING SERVICES

Human Resources Consulting — Consultation Prep Packet

What This Service Covers

Whether you're building HR from the ground up or fixing what isn't working, this service covers HR audits, employee handbooks, policy development, and the personnel systems that keep your organization compliant and your team supported.

A Few Questions to Help Us Prepare

Type your answers directly into the boxes below. No need for perfect answers, just your best current understanding.

1. How many employees do you currently have?

2. Do you have an existing employee handbook? If so, when was it last updated?

3. What HR challenges are you facing right now?

4. What is your ideal timeline for having HR systems in place?

Helpful to Have on Hand

- ☐ Current employee handbook (if one exists)
- ☐ Org chart or list of current roles/positions
- ☐ Notes on any recent compliance concerns
- ☐ State(s) where your employees are located
- ☐ Current payroll or HR software, if any

Ready to talk it through?

Schedule your Discovery Call at cobbinsconsultingservices.com