



**Providing Professional
Human Resource Consulting Services to
Maximize Productivity and Efficiency for
Your Small to Medium Business**

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**Randi Frank Consulting,
LLC**

7 Promontory Drive
Wallingford, CT 06492

Phone: 203-284-3707

Email- rfrank05@snet.net

Web-www.randifrank.com

Providing professional human resources consulting services:

- Executive Search & Recruiting
- Classification & Compensation Studies
- Job Descriptions
- Personnel Policies & Manuals
- Organize employee training & orientation
- Project Management
- Organizational Reviews
- Risk Management

Randi Frank Consulting, LLC offers the following highlights about recent projects. We provide tailored consulting expertise to small and medium businesses. Please consider us for any your human resources and organizational needs, regardless of size.

Human Resources Services to Entrepreneurs

Randi Frank Consulting, LLC made a presentation to the Entrepreneurial Center in Hartford on April 2, 2012. Ms. Frank presentation talked about what you need to know about hiring employees from the Human Resource perspective. She covered issue like recruitment, interviewing, testing, employee orientation and setting up personnel policies.

As a part of the program Ms. Frank offered her services to a two entre-

preneurs who wanted to hire new employees.

Randi Frank Consulting worked with Legacy Lineage Enterprises Home Day Care of Hartford to set up system to allow Nicole the owner to expand outside of home day care to a facility when she is ready. We set up a personnel manual, a job description for Day Care employees, and interview questions for the recruitment process when she is ready to expand.

Randi Frank Consulting also worked with McBride Hair, specializing in hair loss, to develop a job description for the new Office Assistant. Donyelle McBride's biggest concern was how she would know if the candidate could handle the position. Therefore we developed a job description, advertisement, and a couple of written tests that could be administered to the top candidates to insure they met the computer & marketing requirements.

Recruiting for new Family Counseling Center

Randi Frank Consulting, LLC was hired by CT-Family Care Services to assist them with the staffing of two new offices in Manchester, CT & Springfield, MA.

The company provides integrated therapy and treatment to families, students, youth, adults and veterans. Since this is a new company we de-

veloped a profile about the firm, philosophy of the services provided and the various types of counseling positions available.

Ms. Frank and the President attended a CT Marriage and Family Therapist conference to spread the word about the new company and recruit new employees. Then we advertised the positions.

Then Randi Frank Consulting collected resumes, developed a list of candidates then conducted screening interviews to determine each candidates interest and specialties related to the position. We then developed an spreadsheet to summarize each candidate. Ms. Frank also assisted in the interview process for the supervisors.

