



Ascend Solutions Group Starter Support Package

Overview

The Starter Support Package is designed for small teams or early-stage organizations that need steady HR guidance without a large commitment. You get practical support, structured processes, and expert guidance to help you strengthen your HR foundation and reduce risk while your business grows.

This package keeps your team supported and your HR workflows running smoothly, giving you clarity and peace of mind.

What's Included

1. Monthly Strategic Check-In

A focused 60-minute session each month covering:

- Current HR challenges
- Team or performance concerns
- Policy or compliance needs
- Upcoming priorities
- Recommendations for next steps

You'll leave each call with clear guidance and action items.

2. HR Email & Messaging Support (Light Access)

You can reach out anytime for guidance on:

- Basic employee relations questions
- Process or documentation questions
- Simple HR decisions
- Quick compliance clarifications

Response times are within **1–2 business days**.

3. Core HR Documents & Templates

You receive a library of essential ready-to-use HR assets, including:

- Offer letter templates
- Onboarding checklist
- Basic job description templates
- Simple performance conversation templates
- Policy starter sheets
- Termination checklist

These tools help you stay consistent, compliant, and organized.

4. Process Support for Onboarding & Offboarding

Light guidance to help you:

- Set up a simple onboarding flow
- Ensure new hires have the right documents
- Smoothly offboard employees
- Reduce common risks and gaps

This keeps your HR operations healthy without overwhelming your team.

5. Policy Guidance & Basic Compliance Review

You'll receive recommendations on:

- Policies that need updating or creating
- Federal and state compliance basics
- Record-keeping requirements

This reduces exposure and builds a stronger foundation.

What This Package Helps You Achieve

- Clearer HR processes
- Improved onboarding consistency
- Better documentation practices
- Reduced HR risk
- Confidence in making people decisions
- Access to senior-level HR expertise without a retainer-heavy model

Who This Package Is Best For

This is the ideal fit if you are:

- A small business with fewer than 50 employees
- A founder or CEO handling HR alone
- A business that needs structure but not heavy support
- An organization beginning to hire and grow
- A team that wants simple, reliable HR guidance each month

If you want to keep HR simple, steady, and supported, this is the right place to start.

Time Commitment & Investment

Monthly Structure:

- 1 monthly strategic call
- Light email and messaging support
- Access to core templates
- Guidance as needed throughout the month

Contact

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