



HR CLIENT INTAKE FORM

Thank you for choosing Okanagan Small Business Services to assist you with your HR needs. We want to get to know you and your business so that we can provide you with the best service possible. Please answer the following questions as completely as you can. All information provided in this form will remain 100% confidential. Print the form and fill it out, then email it back to us at: osbservices@outlook.com. If you have any questions, please contact us. Thank you.

Contact Name

Position

Company Name

Type of Business/Industry

Email Address

Phone Number

Current Number of Employees

Company Website (if applicable)

Main products or services you offer:

Which HR services are you interested in? (select all that apply)

<input type="checkbox"/> HR Consulting (as needed)	<input type="checkbox"/> Employment Agreements	<input type="checkbox"/> Policy Drafting or Manual
<input type="checkbox"/> Reference Checks	<input type="checkbox"/> Downloadable Documents	<input type="checkbox"/> Document Drafting
<input type="checkbox"/> Education Verifications	<input type="checkbox"/> Interview Coaching	<input type="checkbox"/> Employee Terminations
<input type="checkbox"/> Credential Verifications	<input type="checkbox"/> Job Descriptions	<input type="checkbox"/> Resumes & Cover Letters

Other:



What are your current HR priorities and/or challenges?

Is there anything else we should know about your current HR needs?

THANK YOU!