



HFA MEMBER RETAIL PRICE SHEET

The following Services are available for the 1st Quarter of 2024. *These prices are for positions up to and including \$52K per year (\$25 per hour) base pay.*

For each JOB you need to fill

One time cost:

Service	Per JOB Cost
Job Description Writing	\$175
Market Pay Evaluation	\$150
Job Posting/Advertisement Writing	\$125

Service	Mosswood Provides One Time
Job Description Writing	Based on job and related information you provide, Mosswood creates a Job Description for you to use to develop your job postings, clearly communicate expectations, and to use for Performance Management. This typically involves several discussions and iterations. It is provided in MS Word so you can maintain it.
Market Pay Review Comparison	Using your job description and other information you share with us, Mosswood reviews market data on pay ranges and benefits for the job, reviews current open positions on job boards and other sources, and provides you with a recommended compensation range for the position.
Job/Opportunity Posting Writing	Using the job description and other information you share, Mosswood, writes an opportunity description for you to use when you are posting/advertising the position. It is provided in MS Word so you can maintain it.

Job Set Up Package Price: If all three of the above services are purchased together, the price is \$400 (saving \$50)

For each OPEN POSITION you need to fill

You purchase a "Project Period" in **2 weeks increments:**

Service	Per Project Cost
Indeed Job Posting & Applicant Management	\$350
Passive Candidate Searching	\$150
Resume 1 st Cut	\$100
Candidate Phone Screening	\$300
Offers & Negotiations	\$100

For each additional CONCURRENT and IDENTICAL position, the above rates are reduced by 50%.

Service	For A Period of 2 Weeks
Indeed Job Posting and Applicant Management	Mosswood will post and maintain your jobs on Indeed.com, including covering promoted job post costs, updating and enhancing based on result and responses, keeping you informed of progress, and using the Indeed enhance function to increase visibility and get more responses. We send you resume of all applicants.
Passive Candidate Searching	<u>As an add-on to above only</u> , passive candidates are those who are actively looking for a job or a move (usually currently employed). We actively contact these candidates about your position.
Resume 1 st Cut	Mosswood review your applicants and remove all those who are inappropriate or not suitable. We send you those selected resumes.
Candidate Phone Screening	Mosswood screen candidates who make your first cut (up to 7 per Project Period). Resumes and screen interview notes of who pass the screen are sent to you.
Offers and Negotiations	Mosswood make verbal offers to our chosen candidates to alleviate pressure in this last step and help close the deal. This reduces the risk of candidates feeling undervalued before they start. This process is completed after the 2 week project if required.

Job Search Package Price: If all five of the above services are purchased together, the price is \$950 (saving \$50) per period.

Final offered prices and details are subject to change at discretion of Mosswood LLC and for any negotiated project parameters.
Mosswood does not guarantee that a suitable candidate will be identified or hired.