



# HORIZON HOSPITALITY ASSOCIATES, INC

## Pre-Employment Screening and Performance Management Solutions for the Hospitality Industry

*“As a recognized national leader in employee recruitment, retention and performance management solutions for the hospitality industry, Horizon Hospitality offers a suite of value added services that empower you with the tools to streamline your resources and help you hire the best associates.”*

- ◆ **Background Checks**  
Hourly employee checks include Criminal (State & Local), Sexual Offender, Alias Name Search, SS Verification and Address Trace. Management checks include additional Criminal (Federal), Credit and Driving.
- ◆ **Reference Checks**  
A detailed interview process with a minimum of three former employers to ascertain overall job performance and future success.
- ◆ **Drug Tests (Post-Hire)**  
A comprehensive 9-panel drug screen taken at a local clinic.
- ◆ **Behavioral Assessments (Management & Sales)**  
Management and sales assessments designed to help assure an individual's increased performance and organizational effectiveness while measuring their ability to interact effectively with people.
- ◆ **Customer Service Assessments (Hourly Employees)**  
Customer service assessment is designed to help identify individuals most likely to make strong employees and measure workplace attitudes and behaviors while providing employability recommendations.
- ◆ **Cognitive Skills Tests**  
A mental ability test which helps measure an individual's ability to learn new skills quickly and adjust to new situations. This instrument helps assess an individual's capacity to learn and understand job requirements.
- ◆ **Management Performance Appraisals**  
Halogen eAppraisal and e360 systems include: annual or bi-annual appraisals, goal setting, development plans and 360 reviews.
- ◆ **Employee Attitude Surveys**  
Creation, administration and compilation of confidential results.
- ◆ **Human Resource and Interview Skills Training**  
A variety of on-site training programs designed to meet your needs.
- ◆ **Team Building Workshop**  
A dynamic workshop designed to help your team achieve greater success in life and at work. This seminar will provide a new way of viewing yourself and others and will allow you to discover how to communicate more effectively based on the DISC behavioral model. Workbooks are provided.
- ◆ **Unlimited Telephone Support\***
  - Recruiting strategy assistance
  - Turnover cost analysis
  - Executive compensation plans
  - Performance-based incentive and bonus plans
  - Competitive wage/salary consultation

People only let you see what  
they want you to see.

Like icebergs... what you  
don't see is much more  
significant than what you  
do see.

*\*With a minimum purchase of 175 credits*

<b>MATRIX OF SERVICES</b>	<b>Credits Required</b>	<b>Cost of Services</b>
		45 credits = \$1,500 (\$33.33/credit) 100 credits = \$3,000 (\$30.00/credit) 175 credits = \$5,000 (\$28.57/credit) 275 credits = \$7,500 (\$27.27/credit) 380 credits = \$10,000 (\$26.31/credit)
Pre-Employment Reference Checks	1.5 credits 3 credits	Hourly Employees 2-3 references Salaried Employees 3-5 references
Pre-Employment Background Checks	2 credits 3 credits	Hourly Employees (criminal, SS trace, sex offender) Salaried Employees (above + credit and driving)
Pre-Employment Assessments	2 credits 3 credits	Online Hourly Customer Service Assessment Online Management & Sales Behavioral Assessment
Pre-Employment Cognitive / Aptitude Tests	1.5 credits	Online Test of Mental Alertness
Pre-Employment Education and Degree Verification	1 credit	Per school or degree verified
Post-Offer Drug Tests	3 credits	9 panel drug test taken at local clinic
Management Performance Appraisal System, includes: annual or bi-annual appraisals, goal setting, development plans and 360 reviews (using Halogen eAppraisal & e360)	10 credits per appraisal	Minimum of 10 appraisals required
Supervisor Human Resource Training	35 credits	3 hour training session + travel expenses
Supervisor Interviewing Training	35 credits	3 hour training session + travel expenses
Team Building Workshops	75 credits	For up to 15 management employees + travel expenses
Employee Attitude Surveys	25 credits	For up to 150 emailed surveys - includes creation, administration & compiling of results
Recruiting Strategy Assistance	X	Unlimited phone support with purchase of 175+ credits
Turnover Cost Analysis	X	Unlimited phone support with purchase of 175+ credits
Retention Strategies / Compensation Plan Assistance	X	Unlimited phone support with purchase of 175+ credits
Competitive Wage / Salary Consultation	X	Unlimited phone support with purchase of 175+ credits
Performance-Based Incentive / Bonus Plans	X	Unlimited phone support with purchase of 175+ credits
Executive Compensation Plans	X	Unlimited phone support with purchase of 175+ credits
Full Service Recruitment Services for Management Hires	call for pricing	35% reduction of current search fees

*For more information about pre-employment and performance management solutions, contact:*

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