

Recruiting Services

◆ *Premium Recruiting with a Purpose* ◆

*Powered by nextOPP



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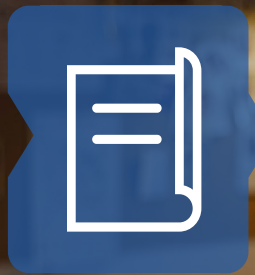
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The Process

What to Expect:



Requirements



Search



Selection



Placement



Requirements

Initial Consultation - The Team will conduct background research on your company followed by a conference call to learn about the culture and hiring needs.

Requisition Qualification - Within 48 hours, the Team will provide a sourcing strategy and timeline expectations.

Engagement Letter - Executed document initiating the search and confirming timelines agreed to by both parties.



Search &
Selection

ICP and JD Creation - Based on the information provided, the Team will create an Ideal Candidate Profile and a compelling Job Description.

360° Search Process - Execute Proactive Sourcing Strategy (managing inbound and outbound recruiting) alongside Targeted Talent Extraction (competitors).

Status Charts - Bi-weekly status charts will be provided detailing progress, milestones, and market intel.

First Round Interviews - We conduct interviews with tailored questions to ensure candidates meet the criteria of the Ideal Candidate Profile.

Candidate Submissions - The Team will present shortlisted candidates who not only match the qualifications, but are excited about a potential opportunity at your company.



Placement

Feedback - Provide post-interview candidate feedback noting any potential red flags we recognize.

Second Round Interviews - In-depth, face to face interviews including situation-based questions and skill assessments (scorecards provided to clients).

Reference / Background Checks - Conduct reference checks/background checks as requested during offer consideration.

Contract Negotiation - Assigned Account Executive handles mediation between client and candidate ensuring timely closure.



Packages

| Services Provided | Engaged Search | Retained Search |
|---------------------------------------|----------------|-----------------|
| Job Description Creation or Revision | ⊗ | ⊗ |
| Assigned Account Executive | ⊗ | ⊗ |
| Proactive Sourcing Strategy | ⊗ | ⊗ |
| Targeted Talent Extraction | ⊗ | ⊗ |
| Bi-weekly Status Charts | ⊗ | ⊗ |
| First Round Interviews | ⊗ | ⊗ |
| Shortlisted Candidates | ⊗ | ⊗ |
| Post-Interview Candidate Feedback | ⊗ | ⊗ |
| Second Round, Face to Face Interviews | ⊗ | ⊗ |
| Candidate Scorecards | ⊗ | ⊗ |
| Negotiation Support | ⊗ | ⊗ |
| Reference Checks | ⊗ | ⊗ |
| Background Checks | ⊗ | ⊗ |
| Employer Brand Strategy Session | | ⊗ |
| Guaranteed 30 days or 6 submissions | ⊗ | |
| 6 months + unlimited submissions | | ⊗ |
| 60 Day Retention Guarantee | ⊗ | |
| 180 Day Retention Guarantee | | ⊗ |



Pricing

Engaged Search

25% of first year's
total compensation



\$5K due upon executed
engagement letter



Balance due 30 days
from start date

Retained Search

25% of first year's
total compensation



1/3 due upon executed
engagement letter



1/3 due after 30 days



Balance due 30 days
from start date

Recruiting On-Demand

Our RPO service is embedded recruiting on a flat-fee structure – ideal for companies looking to hire 15+ roles simultaneously. It's intended to supplement your existing recruiting team's efforts during peak hiring or with more difficult to fill positions with an On-Demand model. Our teams will work in partnership to support the efforts of one another.

With an RPO, we work entirely in your ATS system, managing the recruiting process from beginning to end for both the candidate and hiring managers. And most of all, it's flexible, so you can continually scale up or down based on your fluctuating hiring needs.



This approach will provide you with the following benefits:

1. Predictable hiring costs
2. Dedicated account manager for all hiring needs
3. Reserved resources available to support spikes in hiring volume
4. Quarterly hiring performance reviews
5. Expansion of continuous talent pipelining efforts
6. No need to add recruiting headcount or search for contract staff to support hiring spikes

*In order to qualify for our RPO services a commitment to fill 15 roles is required.



Agreement Structure

An initial meeting will take place to discuss your annualized, estimated hiring needs. Together we'll establish Pricing Tiers aligned to the forecasted needs by organizational level and geographical location.

Each opening will be assigned to one of five Pricing Tiers ranging from \$3,500 to \$15,000.

An annualized agreement will then spread half (50%) of the costs over the 12-month hiring period. These monthly payments secure resources to support predicted volume and launch annual advertising agreements.

On a quarterly basis, we'll review demand against forecast. Hires not covered in the forecast will be charged under our standard On-Demand hiring terms (50% upfront deposit, 50% upon hire) at the established Tier price. If an additional opening is added during the agreement there is a one-time 25% Activation Fee based on its Pricing Tier. The remaining 75% will be due upon Hire.

Invoices are sent monthly structured in three parts:

1. Monthly Charge (pre-determined)
2. Balance due on prior month's Hires
3. Prior month's Activation Fees



What's in Scope?

- Advertising job description creation and modification
- Tracking of advertising channel performance and sharing what is working with your recruiting team
- Utilization of your Application Tracking System (ATS)
- Sourcing and cold-calling of leads
- Resume Review
- Phone screening of qualified applications
- Phone screening documentation
- Interview coordination
- Hiring decision making support (debrief discussion)
- Offer negotiation
- Offer letter support as needed
- Reference Check as requested
- Pre-hire check in
- On-boarding check in following 30 days of employment



BOSS

We have engaged Back Office Staffing Solutions (BOSS) as our back office provider. They will become the legal Employer of Record (EOR) for the temporary workers that we assign to you (or the Agent of Record for any 1099 contractors).

What is an Employer Of Record?

An employer of record acts as the legal employer for legal and tax purposes while an employee performs work for you. An EOR will handle all Human Resources functions, including payroll and payroll funding, taxes and related filings, etc. The EOR will carry all insurances, including unemployment insurance and workers' compensation.



Things to Know

Our **CONTRACTS** are between you and nextOPP. We ask that you acknowledge that BOSS will be the Employer of Record and that you agree that BOSS be processing the invoices and collections and that the payments will be sent directly to them.

If we are filling an 8810 (professional/office/administrative/clerical) position with you, then any existing contracts will be honored. You will be asked to sign an addendum to your existing contract, either through electronic signature or via a click-through agreement when you first log into your BOSS portal.

For Non 8810 positions we prefer you to use our standard client service agreement that we will send to you. We can go through this with you.

Our work week is Sunday to Saturday. You will receive a one click **TIMECARD** approval email each week. Timecards can easily be approved simply by clicking on the link provided or you can also log into your portal at any time and approve it there. The choice is yours. Timecards should be approved no later than Monday at 11 :59 PM ET.

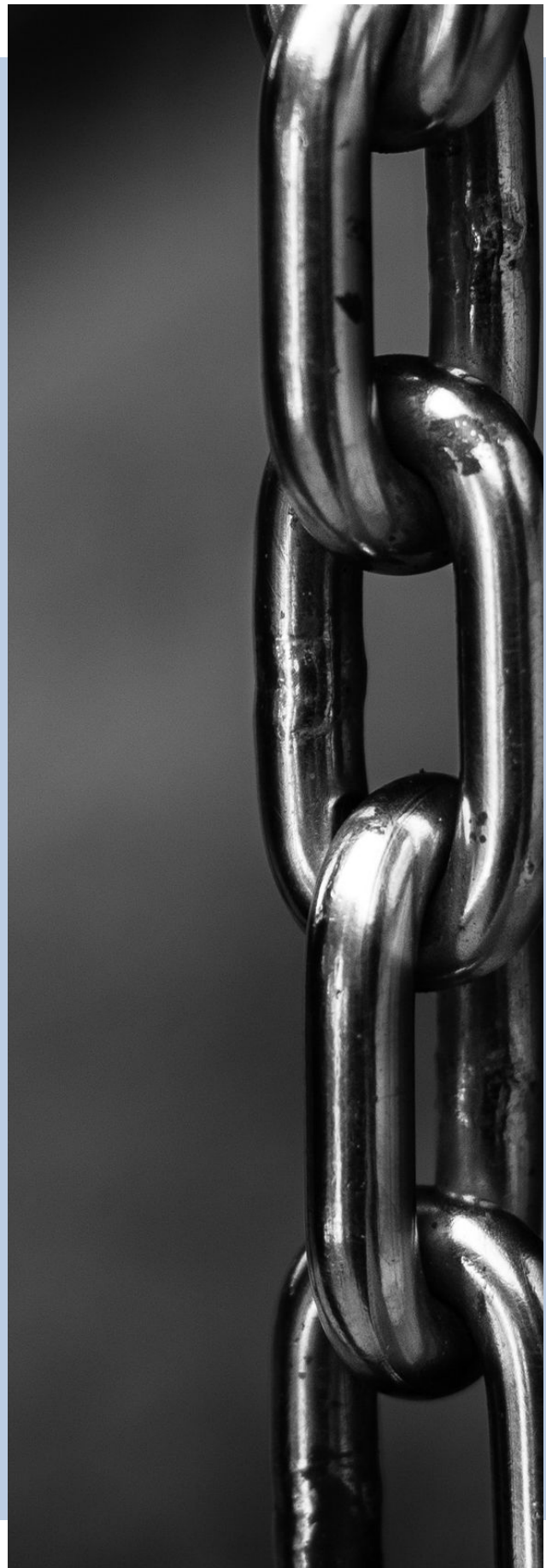
Boss provides a state-of-the-art **PORTAL**. You will receive an email link to access your portal once we set you up in the system for the first time. You can access all of our activity with you, Including: Timecard history, invoices and status, contractors assigned and more. All information is real-time and available to you 24 hours a day.

You can always find an updated copy of the **BOSS 1099** form in the "Invoice" section of your portal.

Prohibited Duties

Any assigned employee is to be supervised by you and is prohibited from the following, without written permission:

- Operating Machinery (Other than office machinery or for light industrial positions, as described in their job description)
- Handling of cash, valuables or securities
- Driving an automobile or other motor vehicle without additional insurance
- Traveling Internationally
- Working on boats or near water
- Carrying firearms
- Climbing on ladders
- Lifting heavy items over 50 pounds without assistance



What Insurance does BOSS Carry?

We carry at least this minimum coverage:

- Statutory workers' compensation insurance (\$1,000,000 per accident)
- Commercial General Liability Insurance (\$1,000,000 per occurrence, \$2,000,000 in the aggregate)
- Professional Liability Insurance (\$1,000,000 combined single limits)
- Cyber Insurance (\$1,000,000)
- Employment Practices Liability Insurance (\$1,000,000)
- Hired and Non-Hired Automobile Liability (\$1,000,000 combined single limits)
- Commercial Excess Liability/Umbrella Policy (\$2,000,000 per occurrence, \$2,000,000 in the aggregate)

**Note that you can request a Certificate of Insurance (COI) through us.*





BOSS - FAQ

HOW DO I PAY INVOICES?

Invoices can be paid by ACH or wire transfer. The bank account to use is located on your invoice. If you would like to do automatic payments, you can add a bank account under "Payment Methods" in your dashboard and BOSS will "pull" your ACH on the due date. Of course, you can also mail to the "remit to" address on your invoice.

WHAT IS THE TIMESHEET APPROVAL DEADLINE?

Timesheets should be approved by Monday 11:59PM ET for the prior week's timesheets. Your contractor has until Sunday 11:59PM ET to submit their time.

HOW DO I APPROVE TIMESHEETS?

Each week you can approve timesheets under the "Timesheets" page in your dashboard. Additionally, we also send a one-click approval email with the previous week's timesheets for your contractors at the end of each work week. How you wish to approve is up to you.

WHO DO I CONTACT IN THE EVENT OF ANY ISSUES?

If this is an invoice, timecard or technology-related issue, you can reach BOSS at 855-508-BOSS or email Support@BackOfficeStaffingSolutions.com.