

DISCIPLINE AT YOUR WORKPLACE

Will he perform*?



15 mins of interview can't determine this

Reputa Recruitment

Reputa India is a professionally managed Reputation management Company managed by a group of young, dynamic and energetic Management & I.T professionals at **AHMEADABAD**.

Our team of multidisciplinary Consultants, with expertise across functional areas, set the process of scrutinisation in motion, in no time. We ensure superior quality and efficiency in the search process, facilitating the process of recruiting the best manpower matching with your organizational culture.

Our Services Include:

- **Executive Search & Selection (Permanent Staffing)**
- **Outsourced Staffing Services (Contract/Temporary Staffing)**
- **Response Management**
- **Employee Joining Formalities**
- **Disciplinary Management**
- **Employee Satisfaction Survey**
- **Attendance Administration**
- **Performance Appraisal System**
- **Payroll Administration**
- **Overall HR Functional Design**
- **Background Check (Reputa Vault)**

Reputa recognizes the importance and relevance of the human factor for enhancing an organization's bottom line. At **Reputa**, we go a step forward to ensure that the person not only fits the stated job profile but we also ensure that he is the right 'person fit' for the organization keeping in mind the client organization's work culture.

Our search methodology combined with our capabilities has given our search practice a leadership position.

Search Methodology:

STAGE 1 - Define Objectives and Specifications

- Study of the clients Business Environment and work culture.
- Specifications from the client relating to the Job specification and description.

STAGE 2 - Begin our comprehensive search

- We proceed with in-house as well as extraneous database.
- Mine internal databases and use our widespread network to reach the right candidate as per specifications
- Screen and evaluate the candidates.
- Short list couple of people from our end to give our client a liberty of choice.
- We make sure once we reach right candidates it's not only skill set but also cultural fitment in line with our client is imperative.

STAGE 3 - Interviews and feedback.

- Act as a facilitator between client and candidate and help schedule interviews.
- Follow up with the candidate as well as the company.
- De briefing the candidate posts the interview stage

STAGE 4 - Referral and Joining

- Conduct the reference checks for the selected candidates.
- Assisting the client in salary negotiations, if required

We also specialize in:

- Turnkey Bulk Requirements
- Campus Recruitment solutions
- Headhunting

Payment Terms:

We are interested in becoming **Preferred Supplier / Vendor** with your company to provide our selected Service's. If you approve the above proposal, you would be required to pay us as per following:

- **Executive Search & Selection-(Permanent Staffing):**
 - **8.33%** of annual gross salary for junior level (0 to 4 years experience)
 - **10 %** of annual gross salary for mid level Positions Senior Level Positions (4 to 8 years experience)
 - **12.5 %** of annual gross salary for Senior Level Positions (8+ years experience)
- **Turnkey Bulk Requirements (more than 50 Placements):**
 - Cost of Ad with prior approval from client.
 - **5.0 %** of annual gross salary of all selected candidates.
- **Campus Recruitments:**
 - Cost of round trip (by AC III Tier Train/Air travel/BUS/CAB), accommodation, stationary and miscellaneous towards the drive.
 - **5.0 %** of the annual CTC of the selected candidate.

All payments to be made by Cheque or Demand Draft in favor of **Reputa India** payable at Ahmedabad within **30 days** of the joining of the candidate with your Organization. **Reputa India** will levy 2% monthly interest on any invoices unpaid beyond 30 days.

Replacements:

We also agree to replace a candidate free of cost within forty five days, in case of a candidate leaving within 60 days of joining (will include resignation or termination for any cause) failing to which we agree to return the fee paid to us for this particular candidate.

We differentiate candidates by providing Reputa Verified Certification. A **Reputa Verified Certification** makes it clear that his resume is genuine and has integrity to stand out from the crowd of other jobseekers. **Always Hire Reputa Verified Employees. Reputa Verification** symbol can help you in verifying his projects, his references, his qualifications and certifications and help you in getting Reputed Employees.

We can take that burden off you! We have the experts and the expertise to provide accurate facts, avoiding all hassles. **We verify information regarding identities, background check, pre employment screening, education and employment verification, online checks, legalities, Criminal Checks, references, experiences, employment status... You name it, and we'll do it.** We also gather information from references directly and authenticate even them! If you are hiring through other recruitment agency, we will verify them as well! When you know that the job is in the hands of the masters in the field, you can take a back seat and relax while your business continues undisturbed.

