



HUMAN RESOURCE
PROPOSAL

Introduction

The HR Concepts Team has been creatively revolutionizing the Human Resource Experience for Companies in five (5) Caribbean Islands

- St. Lucia, Barbados, Grenada, Antigua and Jamaica. We provide full recruitment, on boarding, training, performance management, payroll, and benefit services for your temporary, permanent, and full-time employee needs.

Our clients come from the Finance, Construction, Retail, Fast food and the Tourism industry, to name a few. We consider ourselves an integral part of your team, supporting your corporate resource and succession planning, employee and benefits administration, and regulatory compliance. We work in partnership with you and your HR department to meet your needs while maximizing your budget.

There is no doubt, great Human Resource teams increase the effectiveness and productivity of your most valuable asset; people. There are a large number of functions provided by a Human Resource Departments; however, most of the responsibilities can be narrowed down to four (4) key functions:

1. Recruitment & Selection
2. Training & Development
3. Discipline & Labour Law Compliance
4. Employee Engagement

You have agreed to explore experienced minds who will assist you in preparing and avoiding businesses largest problems; Human Resource Development. The reasons for choosing HR Concepts are countless and vary depending on where you fall in the business world. Here are a few major ways that HR Concepts serves a vital purpose to your Company.

1. **Recruitment & Selection** – The recruitment process on average, takes four (4) to twelve (12) weeks from post advertising, to hiring to peak productivity. Many managers lack sufficient time in their busy schedules to give hiring the attention it deserves. This often results in quick and poor decisions which affect the managers, peers and new hires. An HR partner you can trust means that you can have the necessary support to effectively handle your recruitment and selection needs while focusing your attention on the operations of the business.



SAMANTHA BLACK
sales director

EXPERIENCE

POSITION TITLE for company tid
Present
Short description of the position and the responsibilities you had in this position.

POSITION TITLE for company tid
2013 - 2016
Short description of the position and the responsibilities you had in this position.

POSITION TITLE for company tid
2012 - 2013
Short description of the position and the responsibilities you had in this position.
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ADDRESS
125 Name Street,
Town / City,
State / Country,
Postal / ZIP code

HOBBIES
creating websites
swimming
photography
body building

PHONE
0028 01

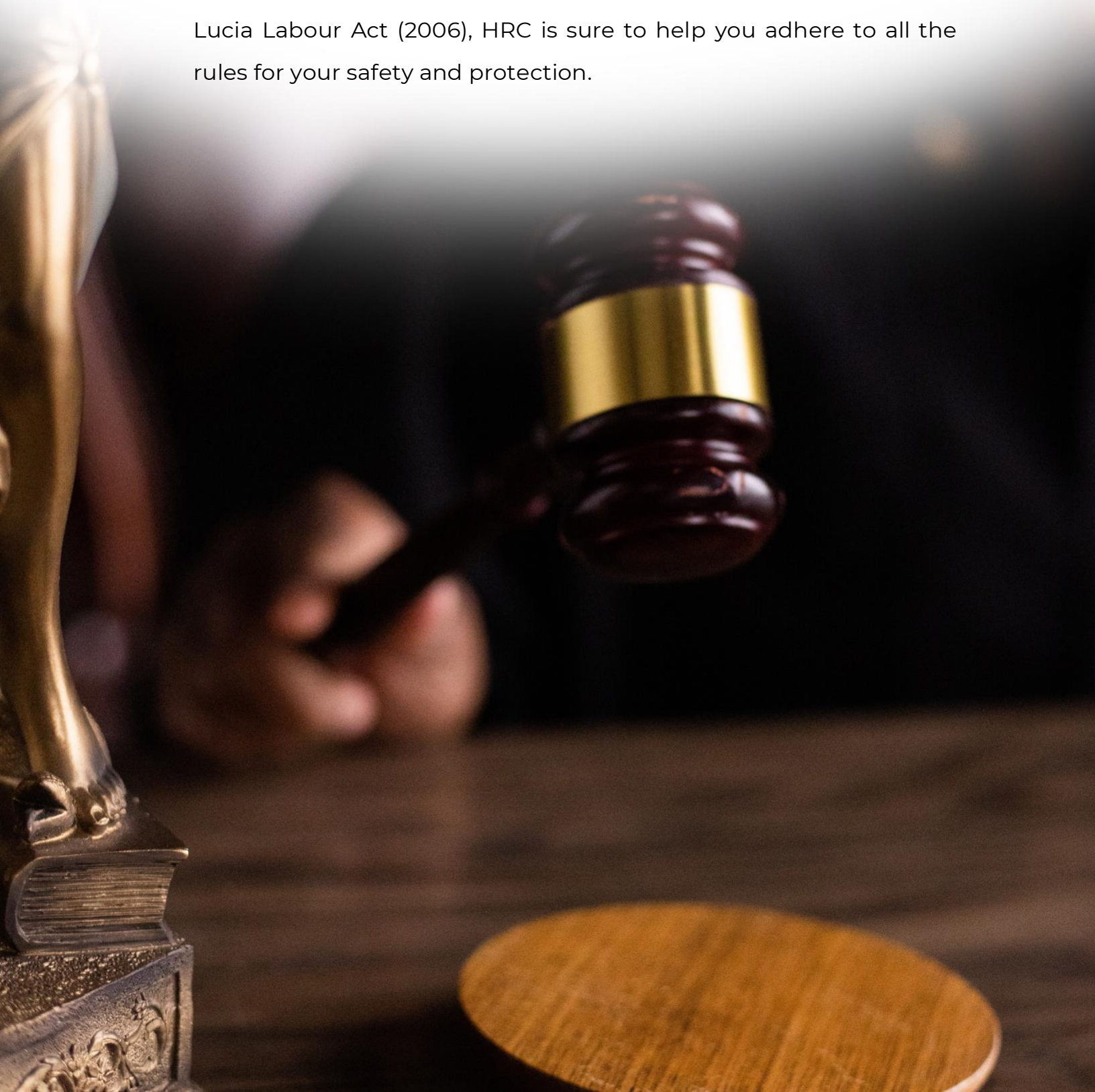
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2. **Training & Development** – In addition to ensuring the qualifications and experience of the employee meets the demands of the position, it is important to create training modules that help current and incoming employees cultivate talent and skills from within. HR Concepts implements Training & Development programs designed specifically to meet the needs of the organization in order to attain maximum efficiency.



3. **Discipline & Labour Law** – Disciplinary action is inevitable in any work place. Therefore, it is imperative that they be handled with the utmost care and legal compliance; from warning letters, to hearings and termination. HRC will assist you in developing practices that protect the company. With a wealth of knowledge on the St. Lucia Labour Act (2006), HRC is sure to help you adhere to all the rules for your safety and protection.



4. **Employee Engagement** – An engaged employee is one who is committed and takes interest in their work and the organization. HRC helps you keep your employees engaged by helping to create an environment that is emotionally healthy.

As you review the contents of this proposal, consider the points previously mentioned, and the peace of mind that comes with partnering with experienced HR Professionals, to provide your company with HR services that will allow you to focus on growing your business while maximizing your budget.



Recruitment **Services**

As recruitment being a core element in the Human Resource Portfolio, we pride ourselves in being masters at carefully screening and selecting the most suitable candidates for any position in any industry.

1. Services

1.1 Consulting Services

We provide top consulting agents quickly and at no additional cost. Each candidate of ours is well screened and interviewed.

1.2 Full-Time Employees

We keep in mind your budget and the urgency and objective of the position you want to fill. Therefore, we provide the best possible talent for your full-time hiring needs.

1.3 Temporary Hire

We provide temporary resources that can work for you on a short-term contract.

1.4 Freelancers

For additional jobs, like building a website, marketing, accounting, finance or administrative work, we have freelancers in our network.

We will ensure that we connect you with right person who can meet your demands with maximum efficiency.

1.5 Costing

TYPE OF HIRE	COST
CONSULTING	FREE
PERMANENT	One month's salary
TEMPORARY	One month's salary
FREELANCER	FREE

2. Terms and Conditions

2.1 Miscellaneous Costs

HR Concepts bears all the costs related to candidate sourcing, background checks, and advertising.

2.2 Client

Should the client decide that they do not wish to proceed with the recruitment process after H.R. Concepts has begun, the client will be responsible for making a payment equal to fifty percent (50%) of the agreed amount within ten (10) business days.

2.3 Guarantee

HR Concepts guarantees that best efforts shall be made to recruit the right fit for the position.

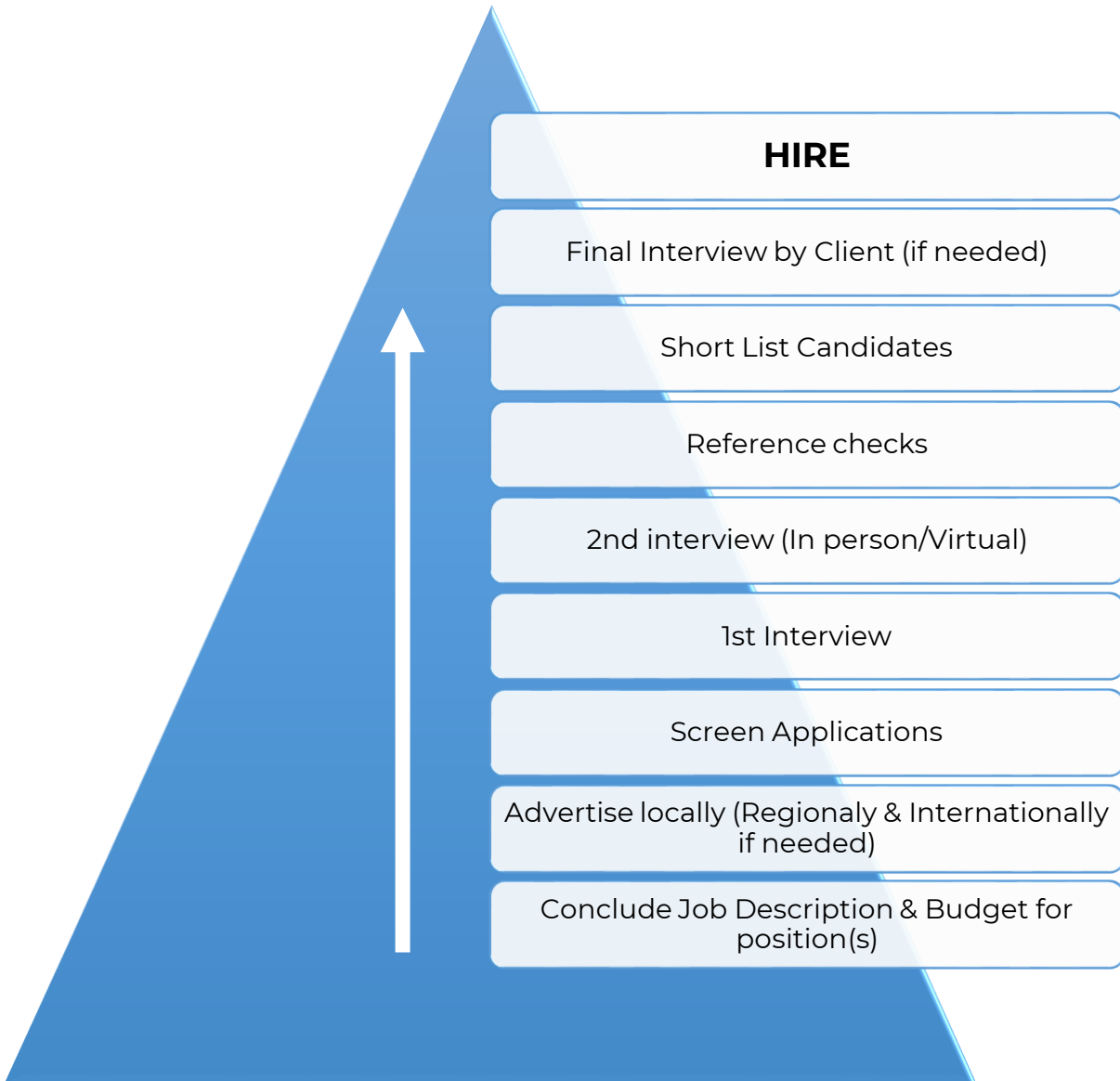
2.4 Replacement 1

HR Concepts' professional fee is guaranteed for a three (3) month period if the candidate voluntarily resigns within that period. HR Concepts provides a 100% free replacement.

2.5 Replacement 2

Should the client decide to terminate the employment of the chosen candidate during the first 3 months due to poor performance or misconduct, HR Concepts remains liable for a suitable replacement for free.

Our Recruitment Process



Human Resource Services

Our Strategy

Step 1: *Clearly outline your current HR structure*

Step 2: *Identify the desired HR structure*

Step 3: *Establish policies and procedures to obtain your desired structure*

Step 4: *Create work plan*

Step 5: *Sit back, we will take it from here!*

You've Got *Options!*

Our HR proposal consists of a four (4) tier monthly retainment platform, the last of which can be fully customized for any business, from start-ups looking to recruit pure talent and professionals to join their team to big brands trying to innovate and strengthen their workforce, manage employee relations and reach company goals efficiently with a fully comprehensive human resource plan.

With a *firm strategy* highlighted, we will then recommend the best retainer option available for your business.

Retainer Options



Service List

*All Included in our Enterprise Retainer

- Engagement letters/Contracts
- Develop implement employee handbook
- Develop and implement policies and procedures relating to the business
- Create job descriptions
- Create and implement disciplinary action form
- Physical development and maintenance of employee files
- Employee Management – Site visits as required
- Development of Training & Development modules
- Conduct and coordinate various training sessions (As required by Business)
- Preparation of HR correspondences; memos, job letters etc.
- Oversee/manage all disciplinary matters and termination processes
- Advice on arising matters
- Update HRIS system (if applicable)
- Recruitment and Selection (As required by Business)

- Predict and troubleshoot issues before they arise
- Inspire employees to support company's vision
- Management and tracking of attendance, vacation and other leaves
- Support Company's vision by enforcing rules and regulations
- One on one sessions with employees as required by management
- Benefits Management; Insurance, leave etc.
- Deploy a thorough performance management program designed to monitor employee performance and encourage personal and professional growth
- Ensure your company is fully compliant with all relevant regulations, including and not limited to; the St. Lucia Labour Code (2006)

B O N U S

EMPLOYEE BENEFITS

Also! HRC is home to a growing network of benefits which we are happy to extend to you and your employees.

The aim is to award every business and their employees the benefit of being part of a wonderful ecosystem that we have carefully crafted through our many partnerships. This system offers the absolute best rates in essential services such as medical health and life insurance, as well as access to quick and easy online hassle-free financial lending.

Contact Us

For more information on our HR Retainer Packages and Employee Benefits Plan, contact us for a **FREE** consultation with one of our highly qualified and experienced HR Executives **NOW!**

Leanna Evans
Managing Director

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hrclu.com

EMPLOYEE

BENEFITS PLAN



Group Medical Insurance Plan

Access to our affordable, premium medical plan with tons of benefits for all.



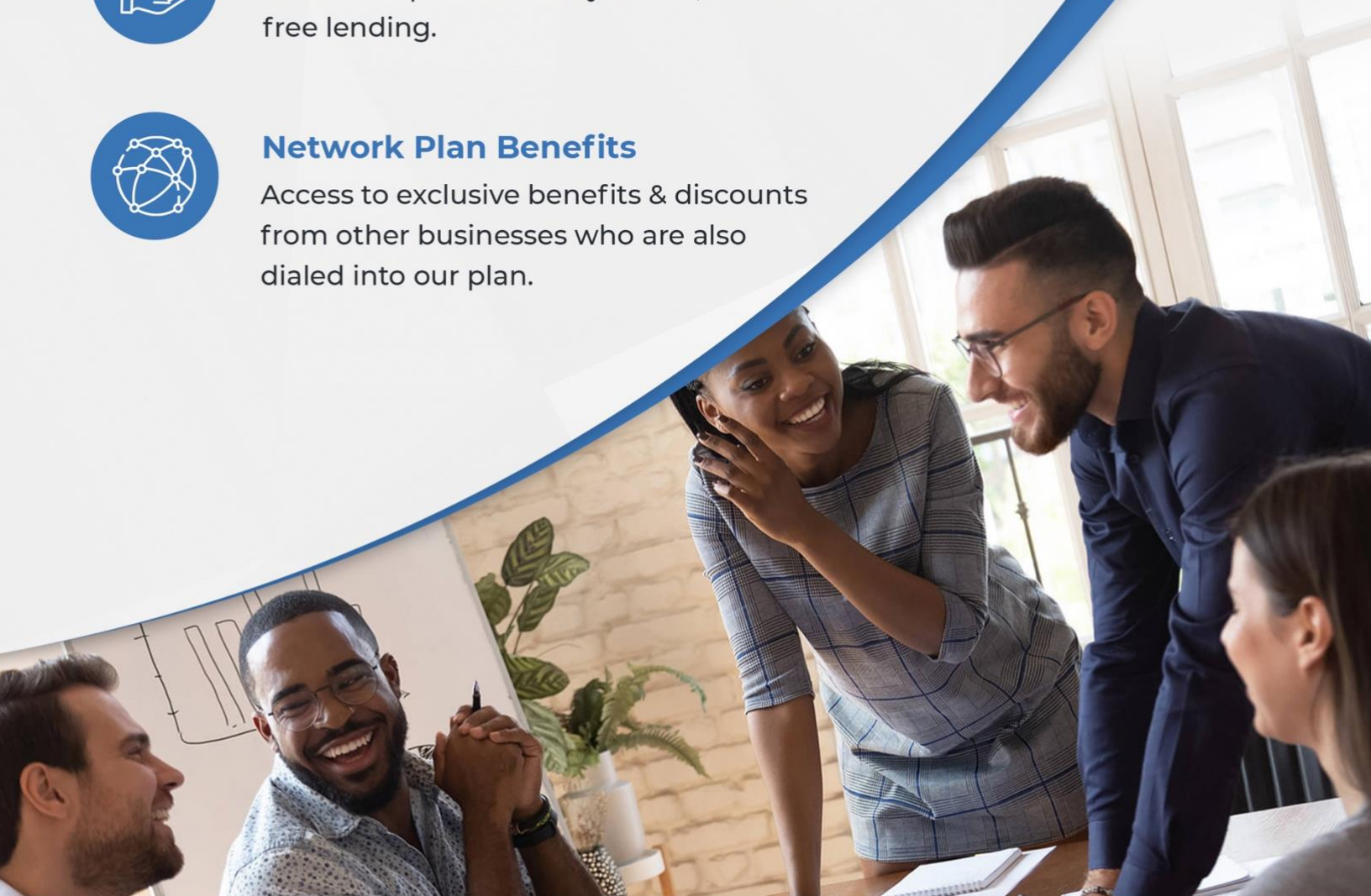
Financial Lending

Access to quick and easy online, hassle free lending.



Network Plan Benefits

Access to exclusive benefits & discounts from other businesses who are also dialed into our plan.



**Finding solutions
together!**

REASONS TO JOIN

- ✓ Keep your health plan wherever you work
- ✓ Family members and others can join
- ✓ Co-Payment provider network listing
- ✓ Life insurance up to **\$ 250,000.00**
- ✓ Online management of account
- ✓ Direct Deposit
- ✓ Low rates
- ✓ Pre-existing conditions covered
- ✓ Over 65/Retirees are covered
- ✓ Five (5) options to choose from
- ✓ No minimum number of employees required

