

# InDirectory

Thriving by Meaningful Connections



# About us

## At InDirectory...

we're more than just a recruitment agency; we're dedicated to fostering genuine connections that lead to success. With over 5 years of experience, we bring reliability and expertise to every partnership

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# Our services

We offer a range of services tailored to meet your recruitment needs:



## Direct Hire

We excel in sourcing and recruiting top-tier candidates for permanent positions, fostering long-term success and growth.



## Contract Recruitment

Whether you require skilled professionals for short-term projects or specific durations, our contract recruitment services provide the flexibility and expertise you need to meet your goals.



## Temporary Placement Assistance

Looking to fill temporary positions? We quickly connect you with professionals who are ready to step in and contribute immediately, keeping your operations running smoothly.



## Executive Search and Headhunting

We conduct specialized, strategic searches, leveraging our global network of over 1 billion candidates. By networking with top-level professionals, we identify the best talent for your executive roles, including confidential positions.



## Consulting and Advisory Services

Providing strategic guidance and advice to client organizations on various aspects of talent acquisition and recruitment processes, as well as the development and implementation of strategies.


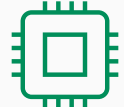









## Mass Recruitment

Need help with high-volume hiring? With our expertise and resources, we simplify the process. We expertly oversee large-scale recruitment efforts, delivering candidates who are ready to hit the ground running from day one.

# Areas of expertise

You need specialized talent. We have the network.

-  Finance & Accounting
-  Technology
-  Legal
-  Office and Administration
-  Manufacturing and Logistics
-  Engineering
-  Marketing
-  Bilingual CSR
-  Translation & Interpretation





# Why choose us?

## Hire with Confidence

We manage the entire recruitment process from start to finish, adhering to U.S. laws and best practices. This includes technical assessments, psychometric and personality tests, as well as comprehensive background checks covering criminal history, employment, education, and identity verification. Additionally, we conduct reference checks to validate each candidate's qualifications and experience. Our rigorous screening process ensures that you receive only the most qualified and suitable talent for your team.

## Global Reach, Close Collaboration

No matter where the candidates or your company are located, we work closely with you to ensure the recruitment process feels as seamless as if we were right there with you. Distance doesn't affect our ability to deliver the right talent and achieve the best results.

# Why choose us?

## Access to Top Candidates

Gain access to the best databases, allowing us to tap into top-tier candidate pools across a wide range of industries worldwide. With the ability to reach over 1 billion individuals in seconds, we connect you with high-quality candidates quickly and efficiently. What sets us apart is our expertise in engaging not only active job seekers but also passive candidates who may not be actively looking, exponentially expanding your hiring options.

## Language Advantage

Proficient in both Spanish and English recruitment. We verify candidates' language proficiency, ensuring that they meet the language requirements of a role in Spanish.

## No Upfront Payment

Your organization only pays us if a candidate is successfully placed in your open position.



We're not chasing perfection in every interaction



# What Sets Us Apart?

we prioritize authenticity, uniqueness, honesty, and trustworthiness. We believe that these values form the foundation of successful partnerships.





# Our Recruitment Process

Finding the Right Fit for Your Business

## 01 Client Discovery

We kickstart the process by gaining a deep understanding of your business needs, objectives, and company culture. Together, we refine the job description to ensure it aligns with your talent requirements from the outset.

## 02 Talent Sourcing

Leveraging cutting-edge technology, experienced recruiters, and vast databases, we conduct a comprehensive talent search to identify potential candidates for your positions. Using our approach, we strive to find both a wide range and high caliber of candidates, giving you a diverse selection to consider.

## 03 Screening Process

We perform a thorough initial review of candidates by assessing their resumes, experience, and relevant skills, followed by a phone interview. This step allows us to filter out those who don't meet the essential requirements, focusing only on the most suitable profiles.

## 04 Structured Interviews

We conduct structured interviews using a predefined set of questions tailored to assess the competencies and experiences relevant to the role. This approach ensures consistency and fairness in our evaluations.

# Our Recruitment Process

Finding the Right Fit for Your Business



## 05 Assessments (technical, psychometric, or personality)

Through a combination of technical, psychometric, and personality assessments, we gain a deeper understanding of each candidate's abilities, work style, and cultural fit. These evaluations provide a comprehensive view of the candidate's strengths.

## 06 Final Candidate Review and Recommendations

We carefully select the best candidates based on the interviews and evaluations conducted. We present you with a detailed summary of each finalist candidate, along with our recommendations, to help you make informed decisions.

## 07 Client Interviews

We facilitate and coordinate interviews between the selected candidates and your hiring team. We ensure that this process is smooth, providing guidance and support to both you and the candidates to guarantee effective communication.



# Our Recruitment Process

Finding the Right Fit for Your Business



## 08 **Background & Reference Checks**

Before finalizing an offer, we verify employment history and conduct background checks, including identity verification, all with the candidate's consent. This step ensures legal compliance and provides insights into their professional background.

## 09 **Offer Negotiation & Placement**

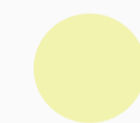
Acting as an intermediary, we facilitate negotiations between the selected candidate and your company, aiming for a smooth and mutually beneficial placement process.

## 10 **Continued Support**

We remain available for consultation and support after the placement, offering guidance and addressing any questions or concerns that may arise during the initial integration period. This ongoing support helps to foster a successful long-term partnership.

# Pricing Information

Prices vary based on industry, location, level of experience required, and the specific role. Contact us for a personalized consultation.



## **First-time Client Discount**

Enjoy a **discount** on the total service fee for your first recruitment service with us. Start your partnership with savings and quality service.



## **Volume Discount / Repeat Customer Discount**

Whether you're a repeat customer or have multiple positions to fill, we're here to offer tailored solutions. Let's discuss your needs, and we'll arrange something special that benefits both parties.



# Guarantee Document

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## 90-Day Guarantee

While we aim for our guarantee to remain unused, it offers reassurance in the quality of our candidates. We strive to align candidates not only with the required skills but also with your company's unique values and culture. Although we make every effort to achieve the best matches, we recognize that certain factors are beyond our control.

If the candidate leaves within 90 days of being hired, "THE CLIENT" is entitled to a replacement candidate within 30 business days. No refund is provided, only a replacement. If no candidate is recruited within this timeframe, a credit will be issued for future use by "THE CLIENT" towards the recruitment of another candidate at the same level. If a candidate of a different level is chosen, the price difference will be considered if needed.




# Ready to Transform Your Recruitment Process?

Discover how InDirectory can help you thrive by building meaningful connections and **finding the perfect talent for your organization.**

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