



### Part III

## Important Hiring Notes

In this checklist, you will be able to identify the gap within your organization before you start looking for talents.

Following are the highlights covered in the checklist section:

Understand your cost-analysis in hiring.

Understand your company management process in retaining the talent.

Understand how flexible your company can be with the hired talent.

# The Company's Budget For Manpower

## Does Your Company Focus On Cost-Effective Hiring Plan?

Despite the economic and practical challenges that many employers are facing, you might need to minimize spending on the workforce. The notion of most workforce or manpower becoming increasingly remote, it is crucial for company to decide on hiring talent locally or globally.

### Hiring Demography

**Workforce Planning**

**Cost Analysis**

**Benefits / Compensation**

# Management Process

## How Does Your Company Plan To Maintain The Talent?

It has become a significant point for your company to come with effective strategies to reskill and retrain existing employees. This people management process refers to employers use to recruit and retain top talent. This process aimed at creating and maintaining a high-performing workforce, and ensure that career succession path as a long-term initiative to meet business goals.

### Attract & Identify Talent

#### Talent Acquisition

#### Talent Selection

*e.g. Steps taken by company to improve recruiting.*

#### Job Responsibilities

## Develop & Motivating Talent

### **Onboarding**

*e.g. Scheduling checklist of induction for new joiners.*

### **People Development**

*e.g. Encourage autonomy, Communicate progress, Develop values.*

### **Work Environment**

*e.g. Valuing team member efforts at work.*

## Retaining Talent

### **People & Culture**

### **Competitive Benefits**

### **Performance Appraisal**

## Retaining Talent

**Work-Life Balance**

**Professional Growth**

## Talent Deployment

**Social Recognition**

*i.e. Cross-department interactions / job rotation.*

**Learning And Development**

*e.g. E-learning courses / claimable training.*

# Flexibility

## Is Your Company Flexible With Changes And Accommodate To Talent's Preference?

There is no exception for your company to put additional considerations despite working during the post-pandemic. This includes keeping a business afloat financially, accommodating a flexible working arrangements as well as facilitating employee concerns about COVID-19.

### Working Hours

**Customized Working Hours**

**Flexible Vacation Time**

**Part-Time Positions**

**Remote Working**

**Shifted Hours**

## Work Location

**Additional Facilities**

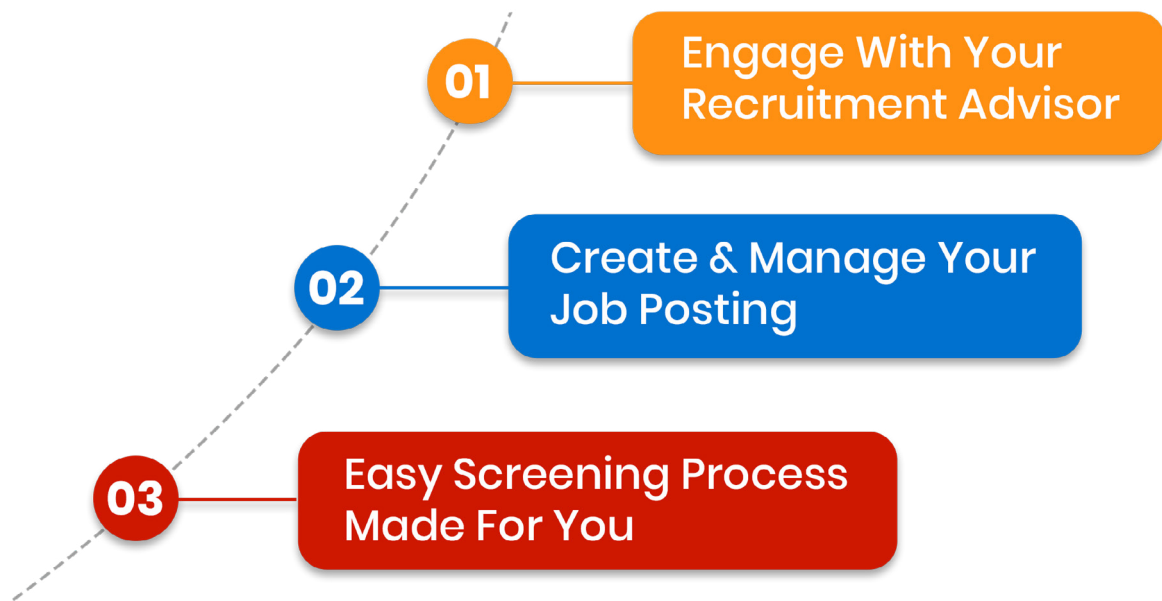
**Proximity To Home**

**Parking Options**



# An Innovative Talent Solution

An innovative talent platform that provides easy administration to screen and select talented candidates pool.



## Happy Voices From Our Clients



**DELILAH**

We would like to express our gratitude and appreciation to you for your assistance and cooperation throughout the process. You have provided a wonderful and exceptional service. Highly recommended for any future collaboration.



**ARIFUDIN AMIN**

Thank you so much Xremo for assisting our company on hiring arrangement especially interview part. Xremo Recruitment Advisor provides good services and I managed to get 3 staff within one month time.



**JACKY LIM**

Able to receive good list of candidates for us to shortlist and look for the right candidates to hire. It helps us to save a lot of time to hire vacancy positions. Thanks to Xremo Recruitment Advisor for the assistance.

and many more...

## CONTACT US

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