

“US IT STAFFING RECRUITMENT”

PREPARED BY

Raghav Soni (2018BtechCSE027)

FACULTY GUIDE

Mr. Santosh Kumar Verma



**Department of Computer Science Engineering
Institute of Engineering and Technology (IET)
JK Lakshmipat University Jaipur**

May 2022

“US IT STAFFING RECRUITMENT”

Practice School-2

Submitted in partial fulfilment of the requirements

For the degree of

**Bachelor of Technology in
Computer Science Engineering**

By:

Raghav Soni (2018BtechCSE027)

Faculty Guide:

Mr. Santosh Kumar Verma

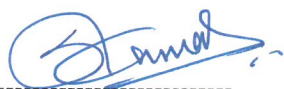


**Department of Computer Science Engineering
Institute of Engineering and Technology (IET)
JK Lakshmipat University Jaipur**

May 2022

CERTIFICATE

This is to certify that the Practice School-2 project work entitled "**US IT STAFFING RECRUITMENT**" submitted by **Raghav Soni (2018BtechCSE027)**, towards the partial fulfilment of the requirements for the degree of **Bachelor of Technology in Computer Science Engineering** of JK Lakshmipat University Jaipur is the record of work carried out by them under my supervision and guidance. In my opinion, the submitted work has reached a level required for being accepted for Practice School-II examination.



Mr. Santosh Kumar Verma
Supervisor/Guide



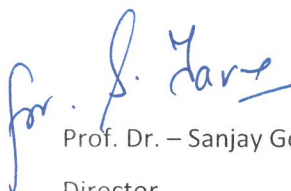
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Date of Submission

27/05/2022



Prof. Dr. – Sanjay Goel
Director

Institute of Engineering & Technology
JK Lakshmipat University Jaipur

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Firstly, with much pride and delight I would like to express my sincere thanks to **Mrs. Shivangi Singh** my Team lead for valuable suggestions throughout the project work and for his excellent guidance and without his sustained interest and encouragement, this work could not have been possible to reach the state of completion with satisfaction.

The project training here at **Sheryl Strategic Solutions**. has been very useful and enlightening experience for me. The knowledge I gained here in the field of US IT STAFFING RECRUITMENT would greatly help me in future for the organization.

I would like to express my heartfelt gratitude to **Dr.-Sanjay Goel, Director**, Institute of Engineering & Technology for his valuable time and guidance that made the project work a success. I would also like to thank Mr. Santosh Kumar Verma Supervisor/Guide Assistant Professor, Department of Computer Science and Engineering, Institute of Engineering & Technology (IET) JK Lakshmipat University Jaipur for their valuable time and support in making my PS-II success.



Your sincerely,

Raghav Soni (2018BtechCSE027)

ABSTRACT

As we know we have a lot of jobs in USA nowadays. In every organization or industry, we have data for example IT industry, Finance industry etc. And for searching the perfect candidate on the given requirement there is the need of a recruiter. So here the concept of our company comes. We are providing them the best candidate for the job role. Here, in **kpg99** we are doing recruitment and our business teams are working on the requirements. We are having our software known as ceipal and few more like that where we find our candidate based on job description and visa.

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CHAPTER 1 : INTRODUCTION

US IT RECRUITER

US Staffing is the process of hiring candidates for the US companies or clients by evaluating their skills, knowledge for a job position for which they are applying for. US IT Staffing Firm have a process of screening candidates by using tools to check candidates' knowledge for a technology-specific role.

Introduction

The selection and training of individuals for specific job functions and charging them with the associated responsibilities is Staffing.

Types of Staffing:

- **Flexible Staffing:** One of the two key methods of a flexible workplace (the second is flexible scheduling) that offers several types of contracts of employment to the firm's employees.
- **Contingent Staffing:** Flexible work-force method in which personnel are hired as and when needed and for limited periods.
- **Alternative Staffing:** Hiring of personnel other than the direct full-time employment.
- **Polycentric Staffing:** A multinational staffing strategy whereby each satellite office is managed as a unique national entity. Managers and employees are hired locally to minimize communication and cultural challenges.

Staffing may refer to:

- Employment Agency
- Human Resources
- Recruitment

Skills Required for US Staffing Are:

- Good communication skills
- Good interpersonal skills

- Negotiation skills
- Creativity
- Understanding of technical skills
- Market values

CHAPTER 2 : ABOUT THE COMPANY

At KPG99, we value the diverse talents and its importance in the IT industry. We are a team of dedicated professionals, with an aim to provide One-stop solution to the evaluation and appointment of an efficient workforce. We believe in integrating our resources to help organizations meet their goals.

At KPG99, we value the diversity of talents available in the market and its importance in the IT industry. We understand the critical need of a strong and dedicated workforce for an organization. Hence, we strive hard to serve our clients with the best-in-class services. We are a team of dedicated professionals, with an aim to provide One-stop solution to the evaluation and appointment of an efficient workforce. We believe in integrating our resources to help organizations meet their goals. Our passion to achieve excellence is the key to our thousands of satisfied clients around the world.

Your company can rest upon us, the complete responsibility to manage the entire IT department. Our team will undertake the management of your resources to deliver outcomes par excellence. At KPG99, we deliver precise and strong technical support in meeting your company's ultimate target.

KPG99 also provides short-term placement services, with utmost consistency and high quality. We strive to achieve complete customer satisfaction with our dedicated service. The services we offer includes, IT recruitment, project consulting and advisory, cloud computing, software testing, RPO, salesforce, and staffing solutions.

The KPG99 team of experts and professionals have an enhanced and experienced operational efficiency. Assisting in planning your business strategies, KPG99 ensures a steep increase in the overall productivity of our clients. Analysing the requirements of our clients, and preparing an ideal strategy as per their requirements, is what we excel at. Our team of professionals has expertise in handling the IT requirements of our clients.

Persistent efforts and quality administration can help bring out the true potential in you and your company. Hiring us will lessen your burden, to produce an ideal professional outcome.

Location: A-131, Sector 63 Rd, A Block, Sector 63, Noida, Uttar Pradesh -201301

CHAPTER 3 : RELATING TO PROFILE (JOB DESCRIPTION)

- Responsible for handling IT requirements from US based clients.
- Responsible for full-cycle recruiting: interview, offer, negotiation and closed candidates for assigned requisitions.
- Sourcing from Job Portals (Monster, Dice, Career builder, Yahoo Hot Jobs), Making job postings on the Job Portal.
- Well versed about US Terms like W2, C2C, 1099, US Visas, etc.
- Responsible to work on Contract, Permanent & C2H (Contract to Hire) positions.
- Responsible for Coordinating fulfillment of other formalities such as background check, drug test etc leading to joining post placement.
- Responsible for achieving a good conversion ratio of submittals into interview and placement.
- Responsible for Strategy Development process which includes understanding client requirements & mapping the relevant targets.
- Must be having capability to work with a team or individually.
- Should be capable to handle a team as well.
- Be a part of the team with Accelerated Hire Motto.
- Maintain close contact with candidates/Vendors/ recruiters/offshore team.
- Weekly meetings with India offshore team with status update, discuss requirements to be worked as per the priorities, reset the focus as per the requirement need. Manage and handle issues of the offshore recruitment team.
- Publish progress report to management every week.
- Updated about technologies of the Client requirements and knowledge of current IT trends.

- Time to fill.

Time to fill metrics promote stability within your organization. It measures the amount of time it would take to locate and hire a potential new employee. The process begins with a requisition being approved by a company and extends to the point when the candidate has completed the necessary background checks. Essentially, it gives managers the opportunity to understand how long it takes to fill a job position.

- Quality of hire.

This recruiting metric basically indicates whether the person who was appointed to fill the position is good or bad for your organization.

It is generally used to measure the performance of a hire during a 1-year time period. Low ratings can indicate bad hires, and this can cost companies a substantial amount of money. Knowing exactly how your employees are helping your organization and what skill sets they're bringing to their job, is integral.

- Source of hire.

With this metric, you can better understand your recruiting expenditures, and stop using channels that are not bringing in interested candidates, which will save you some money. Likewise, you can spend more money on the channels that are actually bringing your organization the most interested, qualified people who are looking to be a part of your company.

- Cost per hire.

Understanding how much money you are spending during the recruitment process can be a very efficient way to allocate spending. It's important to look at all of your costs when hiring an employee so that you can learn where you can cut costs during the hiring process without affecting the candidate's quality or experience level.

- Candidate job satisfaction.

How much does the job description match with what a new employee is experiencing in the workplace? This metric measures employees' expectations with their job satisfaction and can

determine a realistic job preview. This helps to put into perspective the experience that your employees are having with your organization.

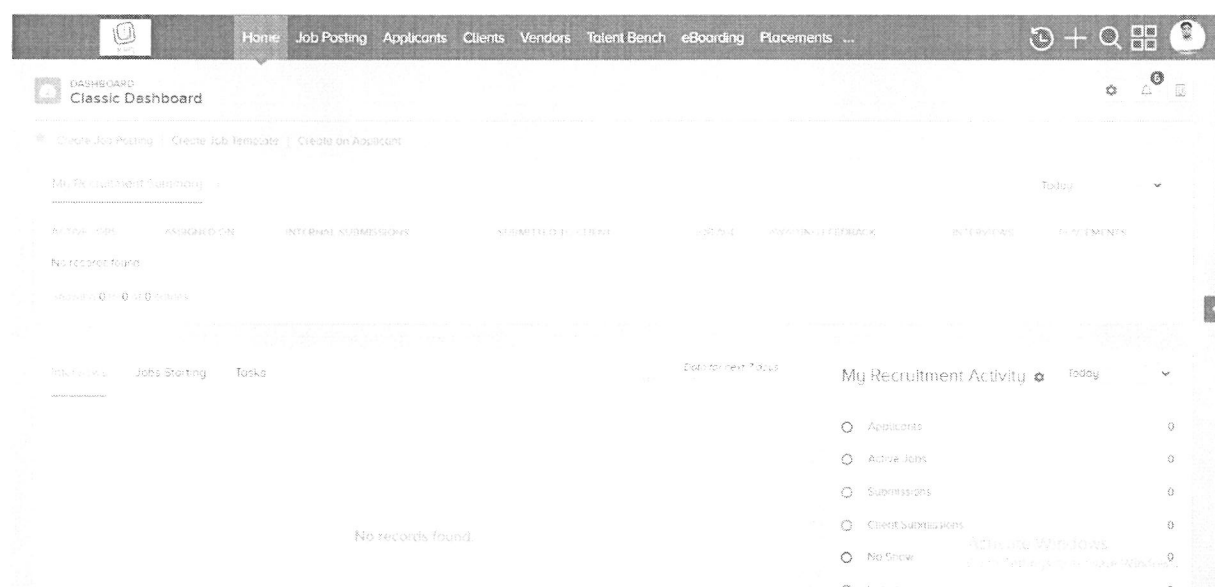


Figure 1 CEIPAL HOME

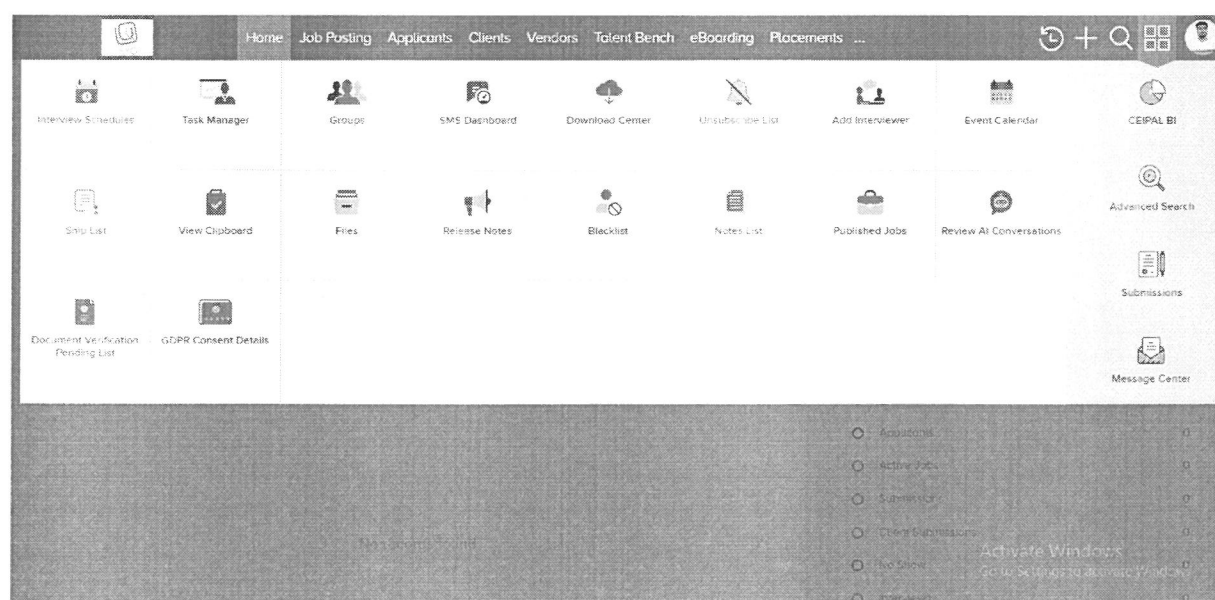


Figure 2 ADVANCE OPTIONS

Internal DB Career Builder Monster Dice TechFetch Integrated Search

SEARCH OPTIONS | EXCLUDE

KEYWORDS: (CSV) AND (TEST) AND (PHARM) OR MEDICINE OR DRUGS OR BIOTECH) OR (LIFE SCIENCE)

JOB TITLE:

STRING BUILDER ☐ Recent Job Title

☒ Search Within Radius ☐ Search Within Selected Locations

COUNTRY: United States CITY, ZIP CODE: RADIUS:

SEARCH **RESET**

RECENT HISTORY

(CSV) AND (TEST) AND (PHARM) OR MEDICINE OR DRUGS OR BIOTECH) OR (LIFE SCIENCE) AND (JETL OR "DATA MIGRATION" OR GXP) AND (AWS OR "AMAZON WEB SERVICES" OR "AMAZON WEBSERVICES" OR CDR OR SCE) AND (SAMP OR FDA OR CFR)

05/16/22 11:33:16

SAVED HISTORY

No history found

Activate Windows
Go to Settings to activate Windows.

Figure 3 INTERNAL DB STRING

Internal DB Career Builder Monster Dice TechFetch Integrated Search

KPG99 INC

Bulk Actions Mail Merge Clipboard

(CSV) AND (TEST) AND (PHARM) OR MEDICINE OR DRUGS OR BIOTECH) OR (LIFE SCIENCE) AND (JETL OR "DATA MIGRATION" OR GXP) AND (AWS OR "AMAZON WEB SERVICES" OR "AMAZON WEBSERVICES" OR CDR OR SCE) AND (SAMP OR FDA OR CFR)

Last Activity: Descending **Save History**

Index	ID	Name	Email Address	Mobile Number	Job Title	Experience	Work Authorization	Location
☐	496524	Premot Thomas	prtk45@gmail.com	N/A	Business System Anal.	9	US Citizen	Ashburn, Virginia
☐	497197	Shujoudin	sam@tekbitsolution.com	0000	Sr. Business Analyst	12	N/A	N/A
☐	494669	N/A	chaolu@nserglobal.net	N/A	Software Test engineer	5	N/A	N/A
☐	493422	Amin K	aminanalyst09@gmail.com	(732) 589 7237	Sr. Data Analyst	8	Green Card Holder	Edison, New Jersey
☐	471049	Khan A	khanedat1@gmail.com	(346) 298-6467	Sr. Data Analyst	9	N/A	Klein, Texas
☐	8324	Karen Ann Jones	mazzera@aol.com	484 354 7257	Compliance Lead	N/A	US Authorized	West Chester, Pennsylv
☐	260212	Jim Emerson	jemerson1224@gmail.com	(795) 474 3030	Technical Writer	25	Citizen	San Diego, California
☐	488301	Velchay Patel	vp1.analyst@gmail.com	201 241-0079	Sr. Business System	7	US Citizen	Boonton, New Jersey
☐	486280	Amin K	aminanalyst@gmail.com	(732) 589 7237	Sr. Data Analyst	8	Green Card Holder	Edison, New Jersey
☐	478106	Farid Datta Roy	farid.datta@gmail.com	786 217 7414	Computer Software En	16	US Authorized	Wilmington, Delaware

Showing 51 to 100 of 145

Figure 4 DB

[Home](#)
[Job Posting](#)
[Applications](#)
[Clients](#)
[Vendors](#)
[Talent Bench](#)
[eBoarding](#)
[Placements ...](#)

Send Email

[Go Back](#)

From : System (raghav@kpg99.com)

To : Karenen L Eden, David Yonahou, Elan E Nevoel, Ivber Jim Josmeet, Thomas Edobeh, Wale Nefia, Ingeray Proshanti, Arin Virek, Chibelo Kwasi, William Brimah, Prosper O Sene, Yvick Samson, Akio Lawin, Stany Girma, Vinay Raj, Ademiya Chomanya , Karesn Raymond, Shari Chondru, Edward Rolon, Vinod Gaunce, Louis Khan, Leifer Anin, Valerius Amos , Shajuddin, Promoi

Subject: Looking for CSV Testing Lead - Onsite Evanston, IL (Chicago Area) - NO HIB

SEND

CANCEL

Customize Mail Body

Select Mail Template

Select

Randomize

Hi {FirstName}

Select Template

Select Template

Preview Message with Content as follows:

Dear Email Developer,

Looking for CSV Testing Lead - Onsite Evanston, IL (Chicago Area) - NO HIB

Hope you are doing great.

This is Raghav with KPG99 Inc. I have the following job **CSV Testing Lead - Onsite**. Please see the job description below and let me know if you would be interested in it. You can either reply to this mail or call me at 609-662-6127.

Role : CSV Testing Lead

Location : Onsite Evanston, IL (Chicago Area)

Figure 5 MASS MAIL

PUNEET

- Internal DB
- Career Builder
- Monster
- Dice
- TechFetch
- Integrated Search

Remaining Credits **92A / 100B**

Resume Search

Current Month Views **72 *****

Resume Search [Search Keyword]

[Job] is essential requirement of the candidate company.

Location

E.g. NEW YORK NY 10001
+ Add Address

within miles

Country

United States ▼

Willing To Relocate

Select ▼

Resume Freshness

Last Activity Last Modified

Last 3 Months ▼

RECENT HISTORY

PYTHON AND DOCKER WITH N	05/25/2019 10:11 AM	
PYTHON AND DOCKER WITH N	05/25/2019 10:11 AM	
PYTHON AND DOCKER WITH N	05/25/2019 10:11 AM	
PYTHON AND DOCK	05/25/2019 10:11 AM	
(PYTHON) AND DOCK AND CA AND OPENCVI	05/25/2019 10:11 AM	
(SITE RELIABILITY ENGINEER OR SRE) AND (JAVA OR WEBSERVICE OR NETEJA OR APOLO) AND AWS OF AZURE) AND JUPITER LABS OR DOKKEN AND APPHARMAC FOR DATA IN THOUSAND EYES)	05/25/2019 10:11 AM	
(SITE RELIABILITY ENGINEER OR SRE) AND (AWS OF AZURE) AND JUPITER LABS OR DOKKEN AND APPHARMAC FOR DATA IN THOUSAND EYES)	05/25/2019 10:11 AM	

Figure 6 CB

Internal DB Career Builder **Monster** Dice TechFetch Integrated Search PUNEET GULATI XPGTECH@DICE Switch Account

Available Credits **52273** Used Credits **47727** Expiration **07/02/22** Search Type **Online Search** Remaining Credits **967 / 1000** Switch to Power Search SearchMonster

Resume Search

Keyword
 Search Tips

Resumes Posted
 From **Today** to **10** days

Location (Choose 1)
☒ Search ZIP Code Radius
 Show Job Seekers Within **150** miles of ZIP Code/City
 -OR-
☐ Search Within Selected Locations
 Country: **United States**
 State: **California**
☐ Include Job Seekers Employed in Any of the Selected Locations
☐ Include Job Seekers Authorized to Work for and Employed in Any of the Selected Locations

RECENT HISTORY

- PYTHON AND JAVA in "Optimal Character Recognition" Results for "Optimal Character Recognition" (07/02/22 15:35:47)
- PYTHON AND JAVA in "Optimal Character Recognition" Results for "Optimal Character Recognition" (07/02/22 15:35:47)
- PYTHON AND JAVA in "Optimal Character Recognition" Results for "Optimal Character Recognition" (07/02/22 15:35:47)
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- PYTHON AND JAVA in "Optimal Character Recognition" Results for "Optimal Character Recognition" (07/02/22 15:35:47)

Figure 7 MONSTER

Internal DB Career Builder Monster **Dice** TechFetch Integrated Search SHEVANGI Switch Account

CANDIDATE SEARCH INTELLISEARCH

Search Candidates

Current Month Views **10** Remaining Credits **990 / 1000**

Quick Note

Hi all - welcome to our candidate search, here are some tips to get started:

- Boolean operators can be used in every field except Location
- Dice automatically defaults search queries to **MATCH ALL** and candidates that match all of your terms appear at the top
- Best practices - Use a comma to separate search terms. This will make the search results more relevant when searching for phrases or two worded items (e.g. project manager) and when using a comma, quotation marks are not needed
- Use quotes to keep words or phrases together while searching for increased relevancy (e.g. "database administrator")
- For the broadest set of results use the keywords box. If you're looking for something more granular, we recommend using advanced search and Intelli Searching
- Your saved searches will appear on this page as well as on the Manage Alerts page

Happy searching!
 - Dice Product Team

RECENT HISTORY

- PYTHON AND JAVA in "Optimal Character Recognition" Results for "Optimal Character Recognition" (07/02/22 15:35:47)
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- PYTHON AND JAVA in "Optimal Character Recognition" Results for "Optimal Character Recognition" (07/02/22 15:35:47)

Figure 8 DICE

Internal DB

Career Builder

Monster

Dice

TechFetch

Integrated Search

SHIVANGI SINGH
Switch Account

Remaining Credits

981 / 1000

USA RESUME

Keywords

For Java/Hadoop/Python/Sales SQL Server

Work Authorization

Preferred Employment

Specialized Area

Specialized Skill

☒ US Citizen
 ☒ Green Card
 ☐ EAD
 ☐ H1B Work Permit
 ☐ Need New H1B

☒ Corp-Corp
 ☒ W2-Permanent
 ☒ W2-Contract
 ☒ 1099-Contract
 ☒ H1B Transfer

Java, J2EE, Java Plus Stack
 JS, Front End, UI, UX, Web, CMS
 Microsoft Stack, Docker, C#
 Cloud, Salesforce, SaaS
 Python, Open Source
 AI, ML, NLP, Data Science
 Mobile Development, iOS, Android
 BI Analytics, Reporting Tools
 Project, Product Management, De.
 Business Process, RPA, BPM
 QA, Testing Automation
 E-Govern, NoSQL
 Usability
 Database Developers

PYTHON AND DOCKER ON/Optical Character Recognition
 PYTHON AND DOCKER ON/Optical Character Recognition
 LINUX AND LAMP BACK END DEV
 LINUX AND LAMP BACK END DEV
 LINUX AND LAMP BACK END DEV
 ARTIFICIAL INTELLIGENCE RESPONSE TECHNOLOGY
 ARTIFICIAL INTELLIGENCE RESPONSE TECHNOLOGY
 ARTIFICIAL INTELLIGENCE RESPONSE TECHNOLOGY

Resumes posted within 40 Days

Fetch Resumes

Advanced Options

Figure 9 TECH FETCH

CHAPTER 4 : ANALYSING WEAK AREAS OF PERFORMANCE

KPG99 is a US IT staffing firm responsible for the selection and training of individuals for specific job functions, and charging them with the associated responsibilities is Staffing. Owning a temporary staffing agency requires more than just charging an hourly rate for qualified workers you find to fill temporary openings. You must also take a careful look at the strengths, weaknesses, threats and opportunities, often referred to as a SWOT analysis that may affect the long-term success of your agency. If you go into business without that preparation, your bottom line may be so negatively impacted that you end up in a search of a new job for yourself.

Changes in the job market, such as companies reducing staff or no longer hiring temporary staff members, represents a potential weakness for your agency. As a new business, branding and customer loyalty will be something you need to establish and your competition may already possess. If you lack business experience running and managing a temporary staffing agency, this is a weakness. A lack of efficient accounting software or bookkeeping skills may cause problems as well, since staffing firms rely on these skills to track each worker's hours, handle payroll for your temporary staff and bill clients for each worker's hours.

Typically, recruitment is a function of human resources and is devoted to finding the right candidates for open positions, and also for managing the hiring process. A successful recruitment process **attracts a deep well of talent** from which to choose; it includes everything from a compelling job description to an efficient and engaging interview process – to the ultimate job offer. Although most companies invest a great deal of time, energy and money into creating an effective process that attracts the most qualified candidates, the recruitment process itself has several **inherent weaknesses**, that can affect how well it works.

Perhaps the greatest weakness of the traditional recruitment process is that it **isn't always efficient** in terms of attracting the right candidates. Using traditional methods such as posting open positions on the company website and online job boards, attending recruitment fairs or even making cold calls or reaching out via networking sites like LinkedIn doesn't always mean that the right candidates will see the posting and choose to apply. Whether it's a matter of they are already employed, or they simply don't use the same job boards that you post on, there's always a chance that the **right person** just **never saw** the advertisement.

4.1 Internal Recruiting Limits Options

For some companies, the answer to recruitment challenges might appear to be to focus recruitment on **internal** candidates rather than looking **outside the organization**. **Certainly, there are some advantages to this approach. Recruiting from existing employees shows that you appreciate talent, and employees may likely want to work harder to access more opportunities. And from a practical standpoint, hiring internal candidates** ensures that you're getting someone who already **understands** the company culture and priorities, and won't need to repeat the on boarding process.

However, internal recruiting does have its **weaknesses**. For starters, there's always the chance that you won't get a **fresh** perspective with new ideas from someone who has been with the company for several years. That person might approach her new role with the attitude that **"this is how it's always been done,"** and she might fail to consider more innovative ideas and approaches. It's also possible that training costs could increase, as an internal candidate might **not** have **all of the skills** and knowledge that an **external hire** could bring to the table.

Recruiting from within can also create problems with morale and employee relationships. If employees are competing for a role, an unsuccessful **candidate could leave** the company, creating a new opening to fill. The promoted employee may also face resentment or hostility from co-workers, especially if she **moves into a leadership position**. This can contribute to low morale. These issues don't usually outweigh the benefits of hiring a qualified internal candidate, but they need to be taken into consideration.

4.2 Issues in Candidate Recruitment and Selection

Ask any jobseeker what frustrates him most about looking for a job, and many will say that it takes **too long to hear back** from a company, and they feel like they have to jump through too many hoops to **even get an interview**, never mind an offer. It's frustrating to devote time and energy to completing pre-employment questionnaires and tests, initial interviews and supplying references only to wait six weeks to receive a rejection letter.

The problem is that some companies have made the recruiting process too complicated, and they **aren't focused on the right priorities** when it comes to finding the right person. Some recruiters are so focused on weeding out candidates who aren't a perfect match for the company culture or who don't fit every category on the perfect employee checklist that they alienate potentially great candidates. Other times, recruiters use tools that are designed to improve efficiency, but that do little more **than repel candidates**.

Some of the tactics that recruiters use that **drive candidates away**:

- **One-way automated "interviews,"** where a candidate answers questions via phone for a recording.
- **Endless pre-employment personality tests** and questionnaires.
- **Pre-employment testing**, including asking candidates to work for a "trial period" of a few days – often for free.
- **Using keyword-based algorithms** to review resumes.
- **Asking candidates to submit online** applications that mimic the resume – as well as a resume.
- **Asking for proof of previous salaries.**
- **Asking for free advice during the interview.** It's one thing to ask behavioural questions, but something else altogether to ask for ideas related to a specific project or problem.
- **Multiple interviews** -- anything more than three is excessive.
- **Taking too long to respond** to candidates. The top complaint among job seeker is waiting for weeks to hear about their status.

1. **You will still need to review resumes and pre-screen candidates.** You will still need to do some screening, but TMC will only send you candidates that we feel are qualified for the position. Your time doing this will be very minimal.

2. **Your business will not need an internal recruiting team.** For some this may be difficult to adjust too.

Sometimes, **the advantages and disadvantages of recruitment and selection** aren't entirely due to anything HR does, but the candidates themselves. According to one survey, **36 percent of bad hires** were due to candidates who thought they could learn the job quickly, even if they didn't have all of the required skills – and they were able to convince the recruiter of their abilities. An additional 32 percent of bad hires were because of candidates lied about their qualifications but their deception was not caught.

There are times in which a candidate looks great on paper and presents well in an interview – but that candidate's performance doesn't match up to their potential or what **he had claimed to be able to do**. Sometimes, this is due to a rushed recruitment process or a leap of faith on the part of the recruiter, but some candidates present so well that it's hard to tell when it's all just smoke and mirrors. For that reason, recruiters must have processes in place to fairly and adequately evaluate candidates, including running background checks and checking references, and learn to look past a polished exterior to get a true picture of who they are hiring. When they do, the recruitment process **will be strong**.

CHAPTER 5 : PROBLEM FACED

5.1 1. Attracting the right candidates

If you've ever tried to discover the right candidate in a pool full of unqualified talent, you'll know that your options are limited. You'll choose the best person you can find at the time—not the best fit for the job. But it's not always about the number of candidates who apply; the best way to hire the right people is often from a smaller pipeline of more qualified talent.

5.2 2. Engaging qualified candidates

Good candidates are often contacted regularly by recruiters, making it harder for your own email to stand out. In addition, candidates with hard-to-find skills are often considering several job offers at the same time. You need to put extra effort into persuading passive candidates to choose your company over your competitors.

5.3 3. Hiring fast

Hiring teams want to hire as fast as possible, because vacant positions cost money and delay operations. Yet, depending on your industry, making a hire can take several months putting pressure on recruiters and frustrating hiring teams. A long time to hire may be a byproduct of a shortage of qualified candidates. The hiring process may be too long or hiring teams might struggle to reach a consensus, resulting in the best candidates finding jobs elsewhere.

5.4 4. Using data-driven recruitment

Companies can use recruitment data and metrics to constantly improve their recruiting process and make more informed decisions. But collecting and processing data can be a hassle. Spreadsheets are one way to track hiring data but they require manual work, are prone to human error—and they're not compliant. This makes it hard to track data and trends accurately. Hiring teams need ways to compile and organize data in an efficient and streamlined way.

5.5 5. Building a strong employer brand

A good employer brand helps you attract and engage better candidates. Organizations that invest in employer branding are three times more likely to make a quality hire. Yet, it's a complex process that includes anything from ensuring a positive candidate experience to promoting your culture on social media. It's a continuous, collective effort that requires you to step out of your usual duties and secure buy-in from your coworkers.

5.6 6. Ensuring a good candidate experience

Candidate experience isn't only important for employer branding, but it's also a factor when your best candidates are evaluating your job offers. The way you treat candidates during the hiring process mirrors the way you'll treat them after hiring. If they had a bad experience, they're less likely to accept. Conversely, positive candidate experiences can enhance your employer brand and encourage good candidates to apply and accept your job offers.

5.7 7. Recruiting fairly

Many companies struggle to attract and hire diverse candidates and unconscious biases are often the reason. Apart from your legal obligations to provide equal opportunities, hiring objectively is good for business because it helps you hire the best person for the job without stereotypes interfering. This will result in an inclusive workplace showing potential candidates that you're a meritocracy and allowing you to benefit from diversity's positive effects.

5.8 8. Creating an efficient recruiting process

Hiring teams need to communicate fast, evaluate candidates easily and know what's going on every step of the way. Recruiters are tasked with coordinating all this communication and it's not always a breeze. Especially if recruiters' relationship with hiring managers is strained. Also, administrative tasks (like scheduling interviews) often take away valuable time that recruiters could have used in coordinating the hiring process and ensuring good candidate experience.

5.9 9. Handling active and passive workforce

The **25%** of the fully employed workforce make the active seekers who look for more stability, yearn for more responsibility and of course who wouldn't want a better package. The **75%** of the workforce account for passive seekers. They have a strong sense of being needed in the company; they desire to be the sought-after ones. They are more of the quality and personalized types.

Market research- Before we get on the field to find our match, let's talk about the groundwork we did. A thorough study of the market, i.e., the people we aim to target is a must. This quality of gathering information about the prospects, to analyse their preferences and needs, helps to maintain the competitiveness over the competitors. But given the hectic work management of start-ups, where everything needs to be done quickly, they do not invest much in this. This was one of the biggest problems faced.

Since long time companies and start-ups have been hiring candidates with tech skills in an unorganized way- lack of proper expertise, time and a well-defined competency framework are the challenges recruiters face.

Time management was also the issue. Most of the organizations have a time constraint, fitting in too much in too less time makes them compromise with the processes. Recruiters who have lots to manage and look after, find it difficult to follow a thorough hiring procedure religiously. They tend to jump some steps on the ladder to reach the top, and that's where they go wrong.

Subject matter expertise was the major point of problem. When companies wish to recruit tech candidates, they need people who have the authority in the respective field who can take charge of the hiring procedure. Similarly, when a company plans on building a capability for a new team, it requires experts who perform the task.

Establishing a presence on various social media platforms seems to be a problem for the new start-ups, who have a lot in hand and find juggling things and competing with the already established big companies difficult. It takes time to learn the art of cultivating a rapport with software developers which is now a challenge accepted.

- First-year attrition.

The insights featured here are good metrics and analytics in recruiting for measuring hiring success. First-year attrition can be broken down to be either managed or unmanaged, which means that the contract is either terminated by the employer, or the employee leaves the company.

- Applicants per opening.

This is a great metric for measuring job popularity. But just because a lot of people are applying for your job does not necessarily equate to something that's positive for your company. It could indicate that the job description is too vague, for example.

But this metric can also give you a great starting place to begin narrowing down your job description while still maintaining that suitable candidates are applying for this position, even if fewer people are applying for that job.

- Hiring manager satisfaction.

This is an interesting metric that you should include because you want to be able to understand how satisfied your managers are in relation to employee performance.

- Training your team

To get a general idea of our team, take a few minutes to evaluate each of the strengths and weaknesses of your team, your skills and your passion for business.

CHAPTER 7 : LEARNING OUTCOME

- Getting through screening process.
- Execute the screening process.
- Negotiation learning.
- Proper analysis of resume.
- Able to know work mentality.
- Depth screening of the person.
- Calling to the best fit person and asking for the job search if he is searching for.
- Talking to the employer about his employee whether at what rate he will work.
- Negotiation of rate part.
- As much you can save for the company with the negotiation.
- Got to know the mentality of the candidates.
- Active listening.

Learned handling IT requirements from US based clients. Responsible for full-cycle **recruiting**: interview, offer, negotiation and closed candidates for assigned requisitions. Sourcing from Job Portals (Monster, Dice, **Career builder, Yahoo Hot Jobs**), Making job postings on the Job Portal. This gave me extensive experience of new and emerging job portals across the globe.

Learning Outcome 1: Evaluate

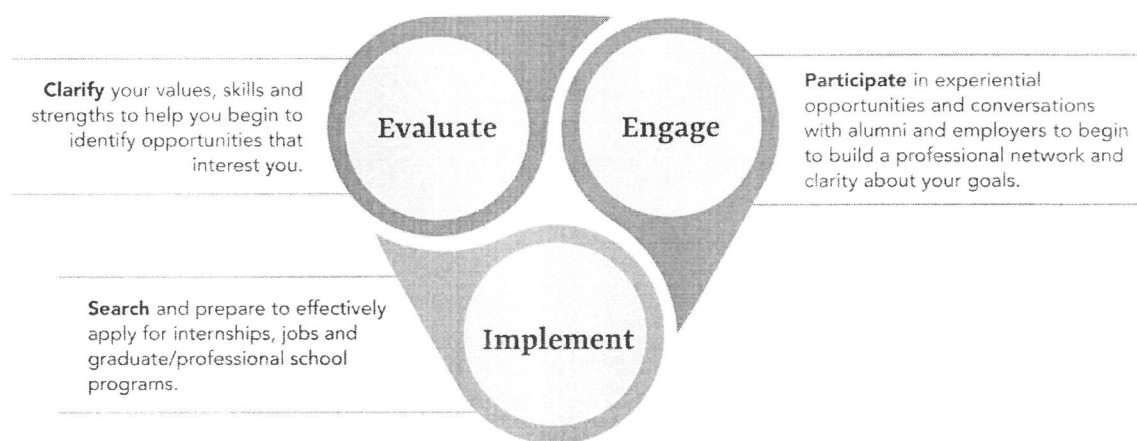
- Clarify their values, interests, strengths and skills
- Articulate their transferable, liberal arts, graduate school and work-related skills
- Identify and research a wide variety of career fields and opportunities

Learning Outcome 2: Engage

- Cultivate a professional network and engage in informational interviews
- Gain experience and insights through site visits, job shadowing and internships
- Evaluate the environmental fit of a variety of work settings and role

Learning Outcome 3: Implement

- Market themselves effectively to prospective employers (through written documents, online presence, and skilful interviews)
- Identify and use relevant tools in the job search, including activating professional networks
- Understand and plan for future educational pursuits.



Patience is key

As human beings, we can be incredibly patient but equally highly impatient! We all like to have things done to our schedule and if they don't go accordingly, we tend to get frustrated with the people involved and, in the worst cases, the entire world. Recruitment teaches you to be patient in a way that it leaves no other options but to relax and breathe.

It is not always about money

Of course, as salespeople, we always want to make money. However, we also get the joy in being part of somebody's journey to achieving their goals, from freely giving CV advice or sharing industry knowledge. Yes, money is still a huge factor but I also make sure that I go above and beyond for candidates and clients as they have been kind enough to give me their time. It is the least I can do, especially as we seemingly find ourselves in a world where everything comes at a price.

Relationship building is a privilege

The joy of executive search is that you get to know people on a more personal level; their family, their motivations, personality and life ethics. You learn of their struggles and the

stress of responsibilities they hold, especially in the life sciences industry where they can be responsible for so many lives. Embracing and enjoying the bond you build with your network is beyond fulfilling.

The biggest learning outcome from my job in this firm is that to work in recruitment-based company is extremely rewarding and beneficial from both professional and personal point of view, I have learned a lot about myself, work alongside some most driven people and gaining life experience and involving myself in life changing hires.

CHAPTER 8 : CONCLUSION

We believe that a talented and loyal workforce plays a crucial role in an organization's ongoing business success. We seek out those candidates who have the potential to become an asset in the growth of an organization.

Our motto is to become "trusted advisors" to our clients. We have built our reputation the old-fashioned way - one client success at a time. This tradition of providing quality service to our clients is the direct result of hiring the best most qualified consultants who meet and exceed the client's unique requirements. At KPG99 INC, we are committed to attaining our goals through a strong set of fundamental values.

We attract and retain some of the best talent in the industry due to our promise of Technology, Challenge & Opportunity. KPG99 INC consultants are often cross trained in many of the industry's emerging technologies and are thoroughly orientated to offer our clients the highest levels of quality and service.

SALESFORCE SALES CLOUD

Optimise your sales performance and perfect your Salesforce Sales Cloud implementation with KPG99 INC Services.

Salesforce Sales Cloud can revolutionise your sales team, enabling them to sell more, faster and at any location. The number one in CRM and sales force automation, Salesforce Sales Cloud provides you with contact and opportunity management from any device, with detailed forecasting and reporting to provide a real-time view of your business. Collaboration tools and social media integration are just some of the additional features that your sales teams can utilise.

At KPG99 INC Services our consultants have a wealth of experience in implementing, integrating, managing and supporting Salesforce Sales Cloud. Our Expert services will be able to guide you through the best practise architecture, processes and implementation for your needs.

Holistically harness just in time technologies via corporate scenarios. Intrinsically predominate ubiquitous outsourcing through an expanded array of functionalities.



INTERNSHIP CERTIFICATE

26/05/2022

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Raghav Soni has done his internship in US IT STAFFING RECRUITMENT at Sheryl Strategic Solutions, Noida, from 02/02/2022 to 02/06/2022 for the duration of 4 months.

He has worked on a project titled US IT RECRUITMENT. This project was aimed at do RECRUITMENT. As part of the project, he is doing it daily.

During his internship he has demonstrated his skills with self-motivation to learn new skills. His performance exceeded our expectations and he was able to complete the project on time.

We wish him all the best for his upcoming career.

Sheryl Strategic Solutions

Mrs. Shivangi Singh

Team lead