



AMERICAN CHAMBER
MEXICO

PROUD MEMBER

Services Presentation. 2020



Our Services.

JobSolutions is a leading company with more than 15 years of experience in the market; this is the result from having implemented excellence and quality standards in their services, as well as offering nationwide services:

Recruiting and Headhunting

Through our strategic search system, specialized per industry, deep interview and evaluations, we select the most qualified applicants who satisfy the needs and expectations of a job, thus achieving to get a true talent into your company.

Personnel Management

Within this service, we assume the employer's responsibility for the personnel being managed, as well as payroll payment, social security, taxes and labor contingencies, which allows you to focus on your company's line of business.

Socioeconomic Studies and Labor Investigations

By means of both our specialized investigation and on a personal basis, we validate the veracity of any information provided by applicants, with the aim for your company to be able to make the best decision.

Recruitment And Headhunting.

Through a strategic search within your line of business, we get the best talent for your company, who is evaluated with diverse psychometric batteries and different interview techniques, which ensure us we will find the suitable applicant in accordance with your needs.

OUR PERSONNEL RECRUITMENT AND SELECTION SERVICE PRICE:

Headhunting (Specialized Engineers, Managers and Directors)

Depending on the profile complexity, 1 - 2 monthly income plus VAT will be invoiced per hired employee

Administrative profiles recruitment

One monthly gross salary plus VAT

OUR GUARANTEE:

JOB SOLUTIONS will grant 6 to 12 month guarantee in Headhunting services, 3 months in administrative or low management recruitment

Personnel Management.

JOB SOLUTIONS RESPONSIBILITIES

- **JobSolutions** assumes the administrative and labor load, thus minimizing labor contingencies for **The Customer**.
- We ensure personalized assistance through an HR Consultant, who will meet all of your requirements
- Considerable time and cost savings
- Assignment and opening of a payroll account to deposit salaries
- Management of employment termination with employees
- Payroll payment through electronic funds transfer
- Employees shall have Legal or higher benefits, provided that **The Customer** requests it
- Severance pay corresponding to the employment period
- Preparation and submittal of contract for signing with **The Customer**
- Submittal of invoices with proper taxation requirements

Personnel Management.



CUSTOMER RESPONSIBILITIES

- Notify acceptance of the proposal and sign this together with the contract
- Provide **JobSolutions** with the following documents: R1 form, Federal Taxpayer Identification Number and Acts of Incorporation or notarized power of attorney
- Notify **JobSolutions** about hired and interviewed applicants (feedback)
- Payment of invoices 3 business days before payroll payment to employees, in accordance with the schedule
- In case any additions or salary modifications are required, the corresponding request must be sent in writing at least 72 hours in advance, and in case of any discharges, at least 5 days in advance.
- Notification of job profiles, working conditions and salaries
- Job induction, training and supervision
- Timely submittal of payroll payment incidences
- Assignment of a person to be our contact, who will be authorized to make any kind of movement

Personnel Management.

Our Offices

- NUEVO LEÓN
- DF
- TABASCO
- CHIAPAS
- JALISCO
- PUEBLA
- VERACRUZ
- YUCATÁN
- CAMPECHE
- COAHUILA
- TAMAULIPAS
- SAN LUIS POTOSÍ
- SONORA
- MORELOS
- CHIHUAHUA
- GUERRERO
- QUINTANA ROO
- MICHOACAN



Insurance

We work with the 15 largest insurers in the country to quote and improve our customers cost, coverage and service in the following concepts:

- Medical
- Life
- Fire, Theft and Civil Liability.
- Transport
- Fleet vehicles



Nationwide Socioeconomic Studies.

With the Socioeconomic Studies service, your company will make an assertive selection of the personnel to be hired, through a reliable investigation performed by our experts, which includes the following:

- **Family area:** Economic status and family relationship
- **Individual area:** Likings and hobbies, studies, temper, labor area, goals and physical condition
- **Social area:** relationship with individuals in their environment
- Verification of personal references
- Photograph, location of home address and social environment

* * All of the aforesaid in a home visit

OUR SOCIOECONOMIC STUDIES SERVICE PRICE

Cost: \$1000 Mexican Pesos
Price plus VAT

JobSolutions will e-mail or mail any studies requested, including the photograph(s) mentioned above, either in a digital or printed format.

Nationwide Labor Investigation.

Through a meticulous, professional investigation, our executives are in charge of determining if an applicant is recommendable or not, after verifying their information, by focusing on the following:

- **Labor History:** This is determined on the basis of Social Security records and each company's performance Likewise, information is compared with the daily salary registered with each company's line of business where the applicant used to work
- **Federal and Local Conciliation and Arbitration Meetings:** Verification of applicants not having being sued individually or jointly & severally.
- **Communication, Computing, Control and C4 Command:** Ensure applicants have no police records for federal offense, clandestine activities or violent political or union activism
- **National Workers Housing Fund Institute** Verification of contributions and credit granted, also including accumulated salaries in the housing fund contribution subaccount

Cost: \$950 Mexican Pesos
Price plus VAT



We wish to thank you for your attention to our services presentation. We do hope to be able to create a business relation in the near future and we trust in being able to assist your company with the quality and service you require.

Sincerely,

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