

# Recruitment & Talent Sourcing Support

## Talent Sourcing & Hiring

- Talent identification
- Targeted outreach
- Resume screening
- Candidate shortlisting
- Hiring coordination
- X-ray search

## HR Process Optimization & Compliance

- Payroll coordination
- Job descriptions
- Compliance tracking
- Policy updates
- HR software management
- Database maintenance

Visit our website for more information  
or to schedule a conversation.

[www.boost-usa.com](http://www.boost-usa.com) 

## Candidate Management

- Resume evaluations
- Interview scheduling
- Reference checks
- Pre-screening
- Feedback collection

## Onboarding Support

- Paperwork & compliance
- Offer letters & contracts
- Orientation scheduling
- Engagement check-ins
- Benefits coordination

**SCAN  
ME!**

