

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

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

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or to schedule a conversation.

www.boost-usa.com

