



# Recruitment Proposal

Prepared by:  
Dr. S. K. Tiwari  
Edwin HR Consultancy

Prepared for:  
.....  
.....  
.....  
.....

[ABOUT Edwin HR Consultancy](#)

[WHY Edwin HR Consultancy](#)

[SERVICES OFFERED](#)

[PRICING](#)

[TERMS FOR PLACEMENTS](#)

[BILLING AND PAYMENT](#)

[ACCEPTANCE](#)



Dear .....,

Thank you for giving Edwin HR Consultancy the opportunity to partner in.....'s hiring needs. I am positive that our team can find the best talent that could add value to ..... 's growth and culture.

This Recruitment proposal outlines our company information, benefits, services offered, pricing and terms of our services.

If you have any questions, please contact me directly by email or phone.

Thank You!

Dr. S. K. Tiwari  
Sales Manager  
info.edwinsoft@gmail.com  
9479399106, 9111435963,

## ABOUT Edwin HR Consultancy

Edwin HR Consultancy is a boutique staffing company serving bay area since 2008. Edwin HR

Consultancy has been immensely successful in creating a global network of highly adept intelligent workforce that can help a company achieve their mission-critical projects and goals. Keeping pace with projects and being on the look out for the extremely talented individuals has become ever more challenging. Here is where Edwin HR Consultancy comes into play to bring the best suited talent for your company.

All of our resources are multifaceted and come with years of commended performance. Project completion rate of our consultants is 97%, 3% is attributed to unforeseen situations like project shutdown, health issues, relocation, etc. We appreciate the experience that our candidates bring from various industries and we like to leverage it for the mutual benefit of both clients and candidates. We specialize in healthcare, tech, retail, and startup hiring.

## WHY Edwin HR Consultancy

- Edwin HR Consultancy has a highly skilled set of talents that are built on referral and successful partnerships.
- Our recruiters are exceptionally skilled in identifying top talent around the globe and matching them with the client's needs.
- We have an 85% fill ratio for every open position we partner for.
- Contract renewal rate for our consultant is 90%.
- 60% of our consultants are converted to full-time employees.



## SERVICES OFFERED

- **Consulting services** - Edwin HR Consultancy provides top consulting talent quickly and at no additional cost. We work on W2, 1099 contracts and take care of all the hassles like payroll, taxes, time tracking, and workers comp insurance. Each candidate of ours is well screened and referenced for our client's satisfaction.
- **Full-time employees** - We provide the best possible talent for your full-time hiring needs without leaving your pockets empty. We beat all the competition fees and guarantee the best talent.
- **Temp-to-perm hires** - You need to fill a role but before that you want to be doubly sure that it's the right fit. No problem at all, we provide temp-to-hire resources who can work for you on a short term contract. If everything goes well they can be hired as a full-time resource.
- **Freelancers** - Whether it's building attractive websites, designing business cards,

company swag, stationery, or some market research project that needs to be done, our freelancers can get it done for you.

## PRICING

Type of Hires	Cost	Time of Payment
Direct Hires	30% of gross annual salary	50% within 15 days of hire, 50% on 90 day completion
Contract Hires	Fixed hourly cost	Billed monthly
Temp to Perm Hires	10% of gross annual salary when hired full time	Billed at the time of full-time hire
Freelancers	Fixed hourly cost	Billed monthly

## TERMS FOR PLACEMENTS

- Edwin HR Consultancy bears all of the costs related to candidate sourcing, reference checks, background checks, and advertising.
- If the business rejects a resource sourced by Edwin HR Consultancy and wants to bring the same resource on-board within 6 months afterwards, it will be considered a Edwin HR Consultancy candidate and ..... pays the full fee applicable for the resource.
- Edwin HR Consultancy's professional fee is guaranteed for a ninety (90) day period, if the candidate voluntarily resigns within that period. Edwin HR Consultancy provides 100% free replacement.

## BILLING AND PAYMENT

- 50% of payment for direct hires will be made after 15 days of joining date, 50% will be made on 90th day anniversary.
- All the contractors and freelancers will be billed on the last date of the month on hour rate.

Please select a mode of payment:



## ACCEPTANCE

Edwin HR Consultancy	.....
<p>Signed By: Dr. S. K. Tiwari Sales Manager</p> <p style="text-align: center;"><u>Signature</u></p> <p>Date:</p>	<p>Signed By: ..... .....</p> <p style="text-align: center;"><u>Signature</u></p> <p>Date:</p>