


# **hiRECRUIT**

HIRING YOUR PERFECT TALENT



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## 01 What is hiRECRUIT?

»» Introducing hiRECRUIT Recruitment Services, your trusted partner in sourcing and securing top talent. At hiRECRUIT, we specialize in three key areas to meet your hiring needs:

**Executive Search:** We find high-caliber leaders who align with your company's values and vision.

**Manpower Outsourcing:** Flexible staffing solutions to manage your workforce efficiently.

**Recruitment Support:** Assisting your HR team with the hiring process, from job posting to candidate selection.

We excel in the F&B, Retail, Manufacturing, Healthcare sectors etc. Our customized approach ensures we match the right candidates to your requirements. Unique to hiRECRUIT, our Service Delivery team monitors new hires for three months post-placement to ensure smooth integration and performance.

With experience serving over 220 SMEs and corporate clients, we aim to provide exceptional recruitment services that help businesses thrive by connecting them with the right talent. Discover how hiRECRUIT Recruitment Services can help you build a strong, capable workforce that drives your business success.

Welcome to hiRECRUIT, where recruitment excellence is our priority.

## 02 Testimony from our previous clients

Up until April 2024, **220 companies** have used our services.



★★★★★ 8 months ago

Had an amazing customer service experience with RedRadar's team, right from the beginning. They had been very professional in their services towards us; from the initial zoom sessions to explain about themselves, to setting up a dedicated whatsapp group with our company, all the way to recruiting, interviewing and choosing the right potential candidates for us, according to the specific criterias that we have set. RedRadar's amazing team are very proactive and would always go out of their way to answer to our enquiries, and certainly gives value added services, be it day or night!👍😊. Thank you RedRadar and congratulations to Tuan Faizal, Tuan Zulkarnain, En Hisham, En Hasraf, Ms Afzan and team! Keep up the good work and fly higher RedRadar! Will certainly would recommend RedRadar to others😊👍💪👏



★★★★★ 6 months ago

Overall experience is very good  
The service was excellent,  
Team always follow up & update all processes required  
Everyone involved from RedRadar side was very kind & helpful  
Asking feedback & feedforward which is very encouraging  
Recruitment process run smooth & steady  
  
Great choice,  
Highly recommended..  
Thank you RedRadar



★★★★★ 8 months ago

We had a great experience with RedRadar's customer service team. They made the hiring process much easier for us, and We was so satisfied with their service that I used it twice. They were very professional from the start. They explained their services to us in Zoom meetings and even set up a special WhatsApp group for our company. They take our candidate preferences personally and worked hard to find us the right candidates based on our specific requirements.

The RedRadar team is proactive and always ready to answer our questions, day or night. They provide excellent service, and I want to thank En Hisham, En Hasraf, Ms. Fatin, and their team for their hard work. Keep it up, RedRadar! I would definitely recommend them to others. 👍😊



## 03 Our Value Proposition



**High Integrity &  
Profesionalism**

**Speed & Acuracy**

**Strategic Growth Partner**

**Customer Centrixity**

**Caring**



1) SME Recruitment (Ala-Carte)

Detail	Premium Package (16% Charges)	Standard Package (12% Charges)	Basic Package (1 Month Charges)
Ads Fee	NA	RM400	RM600
Cover Ads Cost	3 Ads RM600 (Included)	3 Ads RM600 (RM200 Covered)	3 Ads (RM600)
Week Closing	8 Weeks	8-12 Weeks	8-16 Weeks
Guarantee Period	3 Months	2 Months	None
Example Calculation Exp: Admin Executive (RM 2000)	16% of Annual Salary RM24,000 = RM3,840 (Ads Cost Included)	12% of Annual Salary RM24,000 = RM2,880 + Ads Fee RM400 (RM200 already covered) = RM3,280	1 Month Salary RM2,000 + Ads Fee RM600 = RM2,600

Detail	Premium Package (16% Charges)	Standard Package (12% Charges)	Basic Package (1 Month Charges)
Team Support	1 Interview Recruiter & 1 Admin Recruiter		
Job Portals	Indeed, FB, TikTok, Jora, MyFutureJob, LinkedIn, Mudah.com		
Recruitment Process	<p><b><u>From Job Posting to Onboarding Guideline:</u></b></p> <div><div>Job Posting</div><div>➔</div><div>Resume Screening</div><div>➔</div><div>Shortlisting</div><div>➔</div><div>Interview Scheduling</div><div>↘</div><div>Onboarding Support</div><div>←</div><div>Pre-Onboarding</div><div>←</div><div>Job Offer</div><div>←</div><div>Candidate Evaluation</div></div>		
Contract	12 Month		
Payment Term	50% Non-refundable Retainer Fees (Upon Job Order Confirmation) 50% Payment Balance (5 days before candidate reporting)		
HR Documentation	Chargeable at RM530 (HR Documentation Fees)		

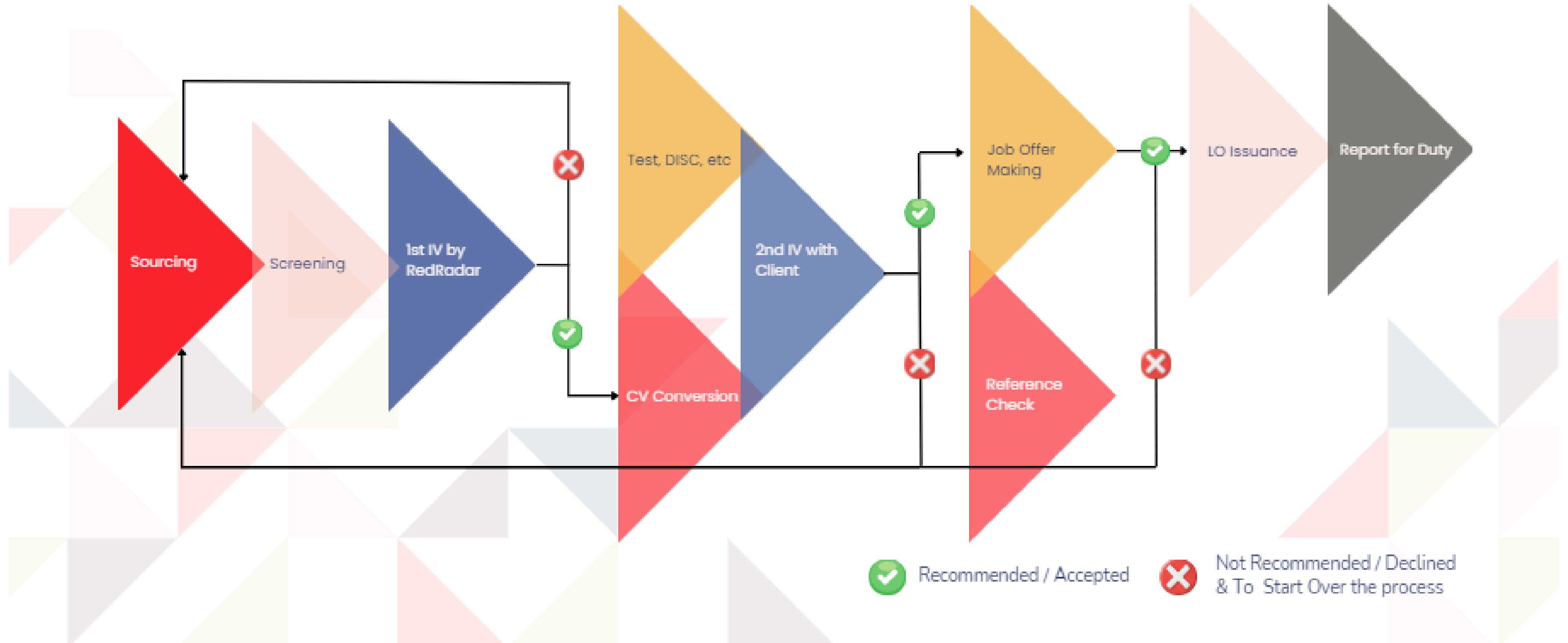


# Recruitment Process & Timeline (Premium Package)

Week 1- 4

Week 5-6

Week 7-8

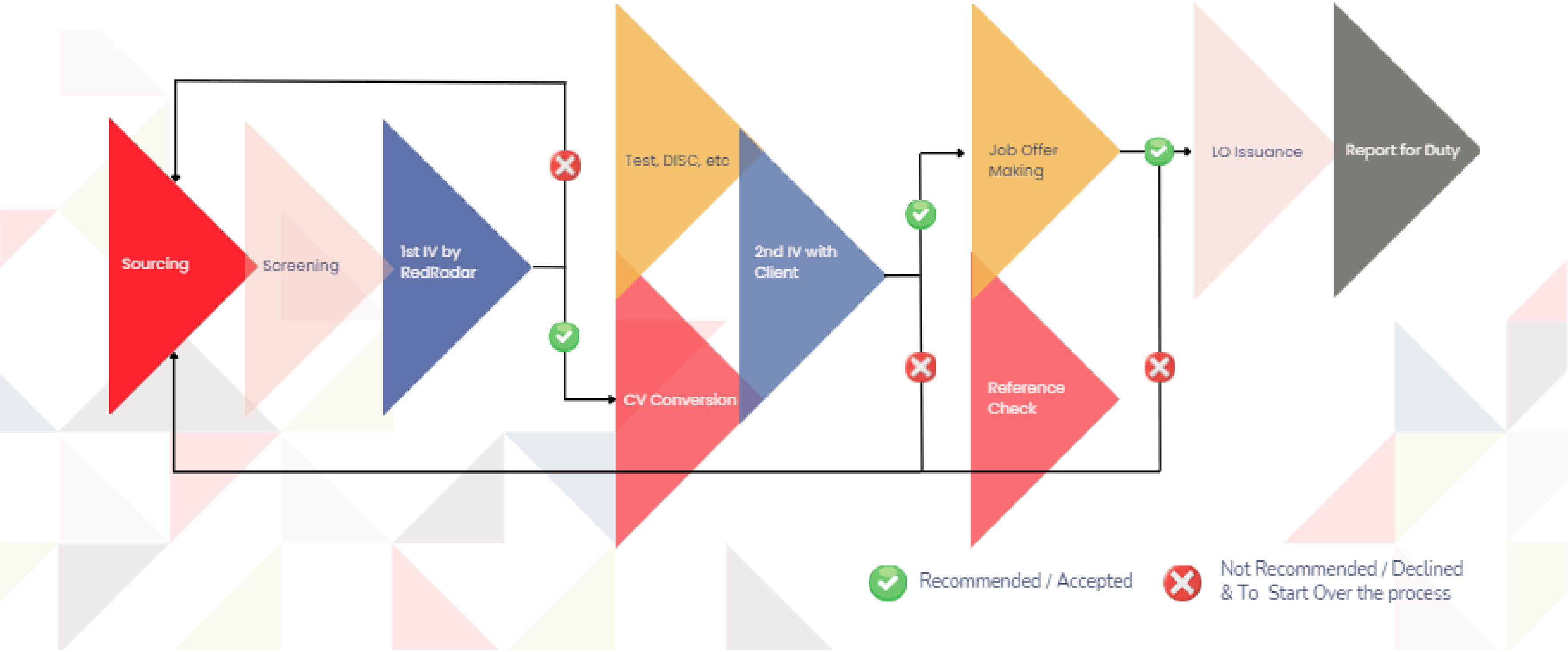


# Recruitment Process & Timeline (Standard Package)

Week 1- 6

Week 7-10

Week 11-12

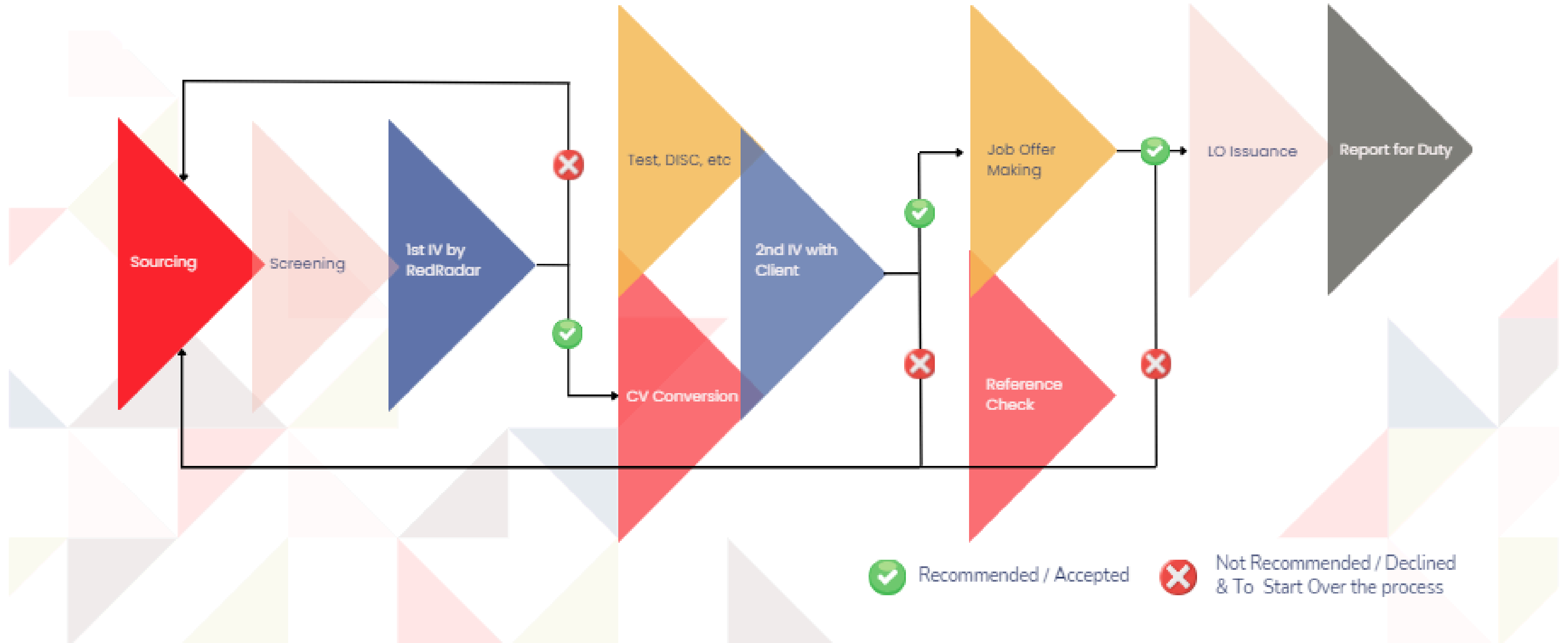


# Recruitment Process & Timeline (Basic Package)

Week 1- 8

Week 9-14

Week 15-16



## 2) Manpower Outsourcing

Service	Description
Recruitment Function	Sourcing – Candidate Onboarding
Recruitment Process	<ul style="list-style-type: none"><li>• Sourcing &amp; Screening</li><li>• First Interview – By RedRadar (Online)</li><li>• DISC Test &amp; Profile Submission</li><li>• Second Interview – By Client (Physical)</li><li>• Job Offer</li><li>• Reference Check</li></ul>
HR Documentation	Provided
Security Deposit	<p>1 Month Salary + 8% SST</p> <ul style="list-style-type: none"><li>• If converted to permanent within a year, 50% of the deposit is refunded and a 16% conversion fee based on the candidate's salary is charged.</li><li>• If converted after a year, only 50% of the deposit is deducted, with no conversion fee.</li></ul>
Contract Tenure	12 Month
Manpower Outsourcing Fee	Administrative Fee – 18% Monthly from basic salary + 8% SST

3) Recruitment Support – Corporate Company

Service	Description
Recruitment Function	Recruitment Ongoing Support
Recruitment Process	<ul style="list-style-type: none"><li>• Sourcing &amp; Screening</li><li>• First Interview – By RedRadar (Online)</li><li>• DISC Test &amp; Profile Submission</li><li>• Second Interview – By Client (Physical)</li><li>• Job Offer</li><li>• Reference Check</li></ul>
HR Documentation	Chargeable at RM530 (HR Documentation Fees)
Recruitment Fee	RM1,500 Monthly + 8% SST
Contract Tenure	6 – 12 Month
Position Cover	<ul style="list-style-type: none"><li>• 2 Position Monthly</li><li>• Assistant – Senior Executive</li><li>• RM2,000 – RM3,500</li></ul>



### Free Replacement

- Guarantee Period 3 Months
- One-time free replacement if the candidate voluntarily resigns. (Except the candidate resigns or is terminated due to client-related reasons)

### Manpower Planning

This is specifically designed for clients who have hiring plans beyond the current position. We assist in planning their manpower needs for the next year, ensuring a strategic approach to workforce management.

### Free Recruitment Documentation

- Onboarding Checklist
- Work Review Form
- Interview Evaluation Form
- Application Form
- Reference Check Form
- Screening Form
- DISC Test Form

### Service Delivery Team

To satisfy our clients, we have established a Service Delivery team to monitor and gather feedback from both candidates and clients for three months post-placement. This ensures that the candidates we place provide significant value to our clients' companies.



## **Whatsapp**

Main medium of communication for any update and progress, reminder and follow-up.



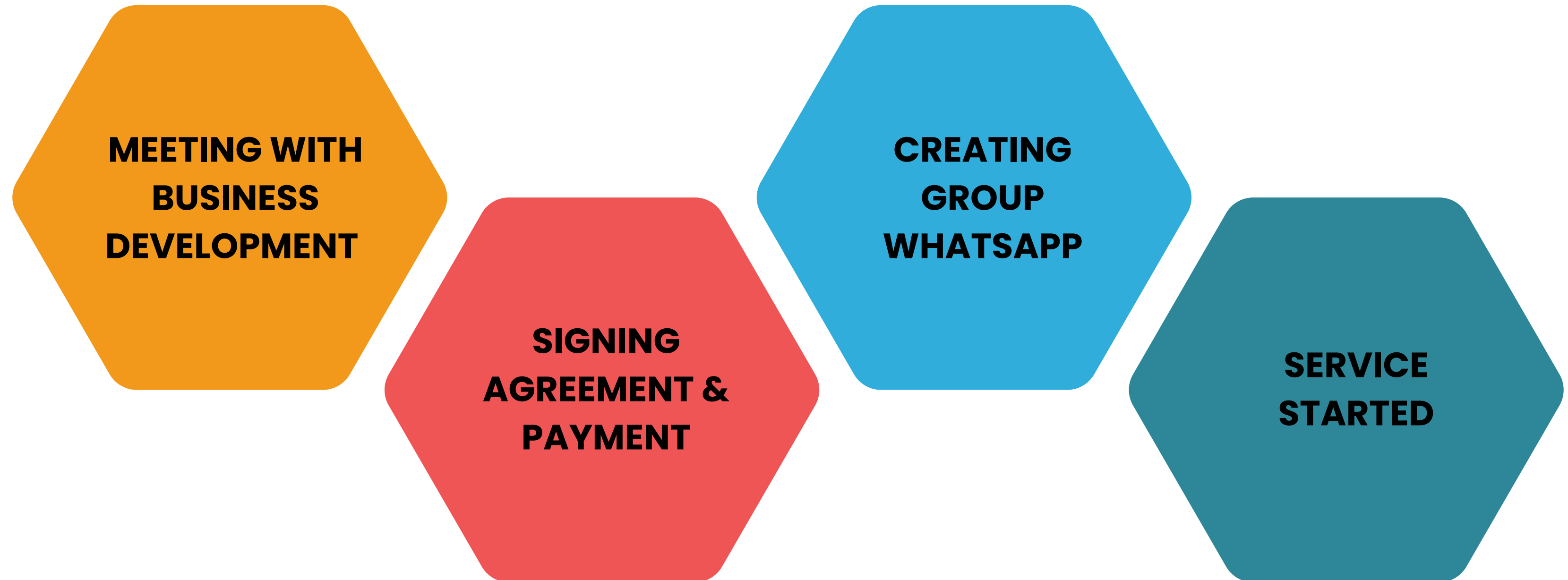
## **Email**

All Private & Confidential official documents will be sent via the company's official email address.



## **Zoom**

All interview sessions will be conducted online by using Zoom or other similar application. The link for the meeting would be given prior to the session.





### **JOB PARTICULAR**

- Job Title
- Job Description
- Position Type
- Probation Period
- Working Hours
- Working Days
- Reporting Person
- Work Location
- Min Salary
- Max Salary
- Allowance
- Benefit

### **REQUIREMENT PARTICULAR**

- Gender
- Age
- Race
- Soft Skill
- Technical Skill
- Experience
- Education
- Other Expectation

# THANK YOU

Shall you have any inquiry, do not hesitate to contact us at **011-10635718 (Hasraf Hasan, Head Of Recruitment)**.