



Sound Advice  CONSULTING SERVICES

Recruitment Process Outsourcing (RPO) Services

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Company Background

Sound Advice Consulting Services (Sound Advice) is a boutique recruitment process outsourcing (RPO), consulting, staff augmentation, and direct hire/permanent placement firm dedicated to bridging the gap between business and technology. Located in the heart of midtown Manhattan, Sound Advice professionals have nearly thirty years of combined industry experience.

Our principal objective is to provide clients with the RPO, consulting, and direct hire placement resources that will save them time and money. Our consultants are specialists in the areas of Information Technology, Healthcare Technology, Life Sciences, Pharmaceuticals, Financial Services, and the State and Federal Government sectors. We work intimately with our customers to ensure deliverables are completed on time and under budget.

Our Mission

To create and maintain a level of trust and loyalty with our clients by delivering high-quality, low-cost, specialized services in a timely manner and on a consistent basis. Our professionals produce quantifiable results that increase profitability, decrease overhead costs, and generate growth opportunities.

Client Benefits

Sound Advice's team of highly skilled professionals works alongside our clients to tailor our services to their unique business needs. Our time-tested method of successful placement includes the **pre-qualifying, screening, and assessment of prospective candidates**, and an **accelerated response time**. We are committed to an efficient and effective process that results in our clients' increased productivity and achievement of their business goals.

Our Values

Sound Advice is committed to respect for all individuals and honesty with internal consultants and external clients. Sound Advice Team members shall conduct themselves in accordance with the following values:

1. **Confidentiality** is the foundation upon which we build trusting and longstanding relationships with our clients. We utilize the most current technologies and highest personal standards to safeguard the privacy of our consultants and clients.
2. **Professionalism** is the cornerstone of our productive business environment. We empower our employees to use their individual expertise and experiences to provide our clients with a quality product.
3. **Client Service** is the basis of our organization. We excel in the provision of superior service to our internal and external clients and achieve results by meeting or exceeding our clients' expectations.
4. **Initiative** is the key to our success. We are proactive, innovative and flexible in our service delivery model and have our collective finger on the pulse of new technologies that enable our clients to achieve their business goals.
5. **Innovation** is the wellspring of our accomplishments. We challenge ourselves to improve our business processes and incorporate fresh ideas into all our creative solutions.
6. **Integrity** is integral to the success of our relationships with clients and consultants. We contend that all employees are honest and reliable while conducting business.
7. **Accountability** is fundamental to our reputation. We pledge to observe and comply with all state and federal laws and regulations.
8. **Diversity** is the underpinning of our organization. We promote a business environment where people are valued and rewarded on the basis of their efforts and ideas, without regard to their race, nationality, religious beliefs, gender, sexual orientation, or creed.
9. **Education** and Lifelong Learning Opportunities are valued highly within our organization. We are committed to an environment that supports professional development, knowledge sharing, and teamwork.
10. **Excellence** is at the core of our business strategy. We promote progressive thinking and a client-service oriented atmosphere that yields effective and efficient solutions and lucrative results for our clients.

Sound Advice's Recruitment Process Outsourcing (RPO) Service

Companies today must do more with less to remain competitive. Recruitment Process Outsourcing (RPO) is a service whereby clients outsource the internal recruitment function for a portion or all of its jobs. Sound Advice is well equipped to help its client manage the entire recruiting/hiring process from job profiling through the on-boarding of the new hire.

Sound Advice's RPO will improve a company's time to hire, increase the quality of the candidate pool, provide verifiable metrics, reduce cost, and improve governmental compliance. Our RPO team members serve our clients by becoming an integral part of their internal recruiting function, lowering recruiting costs, reducing time to hire, and improving hiring results. By providing a full service outsourced recruitment process, Sound Advice will help your company turn a job requisition into a new hire.

Sound Advice's RPO service serves as an extension and/or alternative to an internal recruiting department. Sound Advice's RPO virtual recruiting department can provide a scalable cost effective alternative by providing a complete package of skills, tools, technologies and activities to aid your company in achieving its hiring objectives. Companies can outsourcing of all or part of their recruitment functions and process to Sound Advice.

For more information about our Recruitment Process Outsourcing (RPO) services or any of our other service offerings, please contact us at 877.707.7227 (877.707.SACS) or 212.679.7227, visit us on-line at www.sa-cs.com, or email us at rpo@sa-cs.com.

Six Reasons Firms Choose Sound Advice's RPO over Traditional Recruiting Models

- I. Reduction in recruiting costs
- II. Decrease time in filling open job requirements
- III. Improved quality of candidates pool
- IV. Improved hiring response time
- V. Quantifiable performance metrics
- VI. Risk management

I. Reduction in Recruiting Costs

Sound Advice's RPO services do not contain any of the following fees:

- Contingency fees for placements
- Contractor, temporary, temp-to-hire*
- Administrative or technical overhead
- Job Board/Applicant tracking

(*Unless client would like to engage desired resource through Sound Advice's contractor services program)

Additionally, Sound Advice RPO team can help with contract(s) negotiations, vendor management and the creation and implementation of an employee referral program.

II. Decrease Time in Filling Open Requirements

By engaging our RPO services Sound Advice will provide your company with greater cost predictability for planning and budgetary purposes. We will provide your firm with a dedicated client liaison that will work intimately with your hiring managers and senior management to develop a recruiting process that will work best for your corporate culture Services include:

- Candidate Management
- Candidate relationship marketing
- Conduct needs assessments
- Consult on your current staffing process
- Coordinate interviews and schedules (phone and in person) of all parties
- Create stages of the interview life cycle
- Define desired hard/soft skills success criteria
- Enhance your requisition intake processes
- Ensure timely execution of the hiring process
- Recruitment industry best practices research
- Set compensation parameters
- Set realistic timeline expectations
- Talent Management Consulting

III. Improved Quality of Candidates Pool

With Sound Advice's RPO services, your company will have access to a team of specialty recruiters to help work all of your requirements at once rather than constantly prioritizing based on critical need. Our client liaison and team of specialty recruiters will create a constant pipeline of the best candidates that are currently available in the market. Services include:

- Blog selection, posting and monitoring
- Cognitive and behavioral testing
- Design interview guides
- Direct/indirect and diversity sourcing
- Internet data mining
- Job board optimization and management
- Job board selection, posting, and mining
- Job fair/events representation
- Newsgroups selection, posting and monitoring
- Newspaper advertising
- Professional/social networking selection, posting and monitoring
- Skills Assessment
- Skills based computer testing
- Sourcing program design and implementation

IV. Improved Hiring Response Time

Industry data shows on average, an individual recruiter can effectively work only 4 – 6 open job requirements at any given time. Sound Advice’s RPO service model will more than double your recruiting capacity enabling on average 8 - 14 requirements being worked at any given time (depending on the complexity of the search). This service also includes:

Conduct phone and/or face-to-face interviews

- Post Offer/On-boarding Activities
- Pres-screening
- Proactive/unique sourcing programs
- Provide real-time updates after each interview
- Schedule interviews
- Seamless on-board processing
- Talent pipelining

V. Quantifiable Performance Metrics

Sound Advice understands the needs to track and quantify performance results. To that end we employ the industries best applicant tracking system which enables us to provide:

- Candidate response ratio
- Client satisfaction surveys
- Employee satisfaction surveys
- Exit surveys
- Hiring manager surveys
- New hire surveys
- Requisition management
- Results tracking
- Retention surveys
- Source success ratio
- Staffing efficiency ratio for each source
- Survey administration
- Talent inventory
- Time to fill (cycle time)

VI. Risk Management

Sound Advice knows the importance of mitigating your firm’s risk. To that end, Sound Advice can assist your company with:

- 24X7 database uptime
- Benchmark processes against Industry best practices
- Candidate background/credit checks
- Diversity sourcing
- Drug screening
- EEO/AA compliance
- Redundancy in database backup
- Reference checks
- Secure applicant tracking system
- Zero capital investment or infrastructure costs

Additionally, Sound Advice can also provide Contractor, temporary, temp-to-hire (via our contractor services program) which enables your firm the ability to try the resource before hiring him/her as a full-time employee thus mitigating additional risks and costs if the resource does not work out.

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55 Ways Sound Advice's RPO Team can help Your Organization

Applicant Tracking	Job board optimization and management
Background checks	Job board selection, posting, and mining
Benchmark processes against best practices	Job fair/events representation
Blog selection, posting and monitoring	New hire surveys
Candidate Management	Newsgroups selection, posting and monitoring
Candidate relationship marketing	Newspaper advertising
Client satisfaction surveys	Post Offer/On-boarding Activities
Cognitive and behavioral testing	Pres-screening
Conduct needs assessments	Proactive/unique sourcing programs
Conduct phone and/or face-to-face interviews	Professional/social networking selection, posting and monitoring
Consult on your current staffing process	Provide real-time updates after each interview
Contract(s) negotiations	Recruitment industry best practices research
Create stages of the interview life cycle	Recruitment Sourcing
Create/support employee referral program	Reference checks
Custom Metric Reporting	Requisition Management
Define desired hard/soft skills success criteria	Results tracking
Design interview guides	Retention surveys
Direct/indirect sourcing	Schedule interviews
Diversity sourcing	Seamless on-board processing
Drug screening	Skills Assessment
EEO/AA compliance	Skills based computer testing
Employee satisfaction surveys	Sourcing program design and implementation
Enhance your requisition intake processes	Survey Administration
Ensure timely execution of the hiring process	Talent Management Consulting
Exit surveys	Talent pipelining
Hiring manager surveys	Test administration
Increase quality of candidate pool	Vendor management
Internet data mining	

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The Financial Benefits of Engaging Sound Advice's RPO Services

In addition to the intrinsic value that our RPO service provides, Sound Advice provides real and immediate cost effective alternative to traditional recruiting models. By engaging our RPO services your firm can save in excess of \$100,000 per year. Below is a typical cost comparison:

Internal Salaried Recruiter (Mid Level)		Contract Recruiter (Mid Level)	
Salary	\$75,000	Hourly Contract Rate	\$70
Associated Overhead (cal at 25%)	\$18,750	Average Annual Hours	2,000
Vacation/Time Off/ Sick time (2 weeks approx loaded cost)	\$4,000	Annual Resource Cost of Contract Recruiter	\$140,000
Computer / Office Equipment	\$6,000	Computer / Office Equipment	\$6,000
Office Space (100sq ft @ \$50/sq ft)	\$5,000	Office Space (100sq ft @ \$50/sq ft)	\$5,000
Monster Access (1 User only)	\$9,500	Monster Access (1 User only)	\$10,000
Dice Access (1 User only)	\$9,500	Dice Access (1 User only)	\$10,000
Internet Advertising	\$10,000	Internet Advertising	\$10,000
Corporate job board integration and management	\$15,000	Corporate job board integration and management	N/A
Applicant Tracking System	\$15,000	Applicant Tracking System	\$15,000
6 Agencies Contingency Fees Calculated at 15K average	\$90,000	4 Agencies Contingency Fees Calculated at 15K average	\$60,000
Annual Spend	\$257,750	Annual Spend	\$256,000

Sound Advice RPO Model	
Hourly Contract Rate	\$75
Average Annual Hours	1,920
Sound Advice's RPO Total Cost	\$144,000
Computer / Office Equipment	\$0
Office Space (100sq ft @ \$50/sq ft)	\$0
Monster Access (1 User only)	\$0
Dice Access (1 User only)	\$0
Internet Advertising	\$0
Corp. Job Board	\$0
Integration/management**	\$0
Applicant Tracking System	\$0
0 Contingency Fees	\$0
Annual Spend	\$144,000

(**This is an optional service Sound Advice can provide)

Sound Advice's RPO can dramatically help your firm's bottom line by removing the above mentioned recruiting and associated administrative and technology costs from you P&L. For more information on how Sound Advice's RPO services can help reduce your recruiting costs please contact us at 877.707.7227 (877.707.SACS) or 212.679.7227, visit us on-line at www.sa-cs.com, or email us at rpo@sa-cs.com.

Successful Searches

We have completed several hundred searches for our clients. Below are examples of the types of positions we have filled:

Technology

Project Management
Business/Systems Analyst
Client Server
Computer Telephony Integration
Data Centre Support
Database Design / Administration
Distributed Network
E-Business Consultant
Call Center/Technical Support
Internet/Intranet

Internet Development
Knowledge Management Consultant
Network Administrator
Package Implementation Consultant
Quality Assurance
Rollout Consultant
Software Development
Software Engineering
Systems Integration/Migration
Sarbanes Oxley IT Auditing

Healthcare

Nurse (NP, RN, LPN)
Physician Assistant
Clinical Manager
Office Manager
Grant Writer

Research Coordinator
Administrative Assistant
Associate Scientist
Lab Technician
Radiology Technician

Finance/Accounting

CFO
Director
Comptroller
AP/AR Clerk
Billing Manager

Financial Analyst
Controller
Tax Manager
CPA
Auditor

Engineering

Vice President, Director, Manager
Project Manager
Architect
Principal/Sr. Software Engineer

QA Engineer
Release Engineer
Documentation Manager
Technical Writer

Sales / Marketing

Vice President
Business Developer
Account Executive

Pre/Post Sales Engineering
Product Marketing Manager
Marketing Director

For more information on how we can help your organization with a particular type of search or please contact us at 877.707.7227 (877.707.SACS) or 212.679.7227, or email us at rpo@sa-cs.com.

Affiliations/Memberships

Sound Advice values involvement with the business communities in which we work. To that end, we are proud to report our active memberships in:

American Staffing Association (ASA)

www.americanstaffing.net



Human Resources Association of New York (HRNY)

www.hrny.org



Human Resources Outsourcing Association (HROA)

www.hroassociation.org



Information Technology Association of America (ITAA)

www.ita.org



National Human Resources Association (NHRA)

www.humanresources.org



New York Staffing Association (NYSA)

www.nystaffing.org



Recruitment Processing Outsourcing Alliance (RPOA)

www.rpoa.org



Society for Human Resource Management (SHRM)

www.shrm.org



If you would like to know more about Sound Advice's affiliation with any of these associations, or would just like to learn more about each organization, please contact your Sound Advice Account Manager today.

Partnerships

In addition to our other service offerings, Sound Advice has teamed up with industry leaders in several key areas in order to help you and your business with:

- Data storage, off site backup, and disaster recovery
- Telecommunications and VOIP services
- Business Intelligence Software, Service Oriented Architecture (SOA), and enterprise wide system analysis, design, and implementation
- Relationship marketing, e-newsletter and web presence campaigns

Data Storage Corporation

www.dscorp.net

The logo for Data Storage Corporation features the words "Data Storage" in a blue, sans-serif font above the word "Corporation" in a larger, bold, black, sans-serif font.

Information Builders

www.informationbuilders.com

The logo for Information Builders features the words "Information Builders" in a bold, black, sans-serif font. The letter "i" in "Information" has a circular graphic element.

Haley Marketing Group

www.haleymarketing.com



Vocalocity

www.vocalocity.net



If you would like to know more about Sound Advice's strategic alliances and how our trusted relationships can help you and your firm in any of the aforementioned areas, please contact your Sound Advice Account Manager today.

Office Locations

Sound Advice is headquartered in the heart of mid-town Manhattan. We also have a development center in Chennai, India.

Worldwide Headquarters
New York, NY
139 East 35th Street, Suite 7K
New York, NY 10016

India Development Center
K-48, Anna Nagar East
Chennai, Tamil Nadu
India - 600 102

For more information about our service offerings, please contact us at 877.707.7227 (877.707.SACS) or 212.679.7227, or visit us on the web at www.sa-cs.com.

The Sound Advice Promise

Sound Advice Consulting Services was founded with this promise to our clients: “We ensure the delivery of quality solutions to your business challenges by providing you with experienced professionals who complete the job successfully every time.”