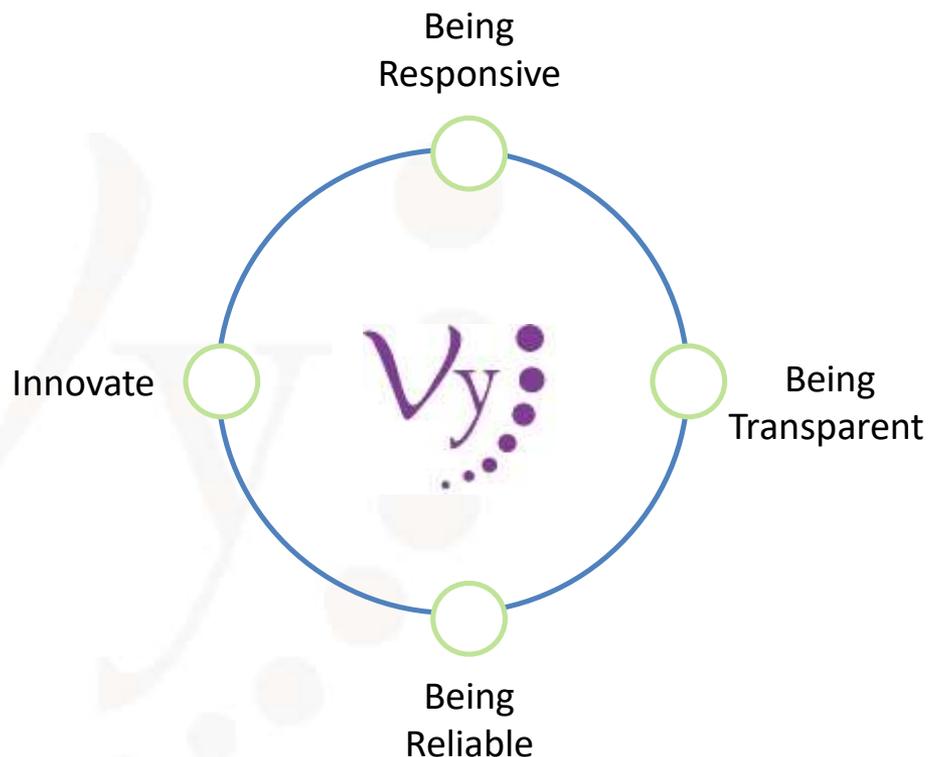


Vy Systems – A brief snapshot

Vy Systems is a Global tech talent sourcing company founded in the year 2002(Stepping into 16th year) by REAL experts having ground up and hands on experience of more than 2 decades in technology talent sourcing business.

Core value PRACTICES



The company was started in Singapore, North America and India at the same time and attained stability in the shortest time ❖

We diligently practice our core values on a minute-BY-minute basis and implement all aspects through a cloud based web application ❖
IRMT on a real time basis - Reason for our successful sustenance

Human Resource

Recruitment

Training &
Develop

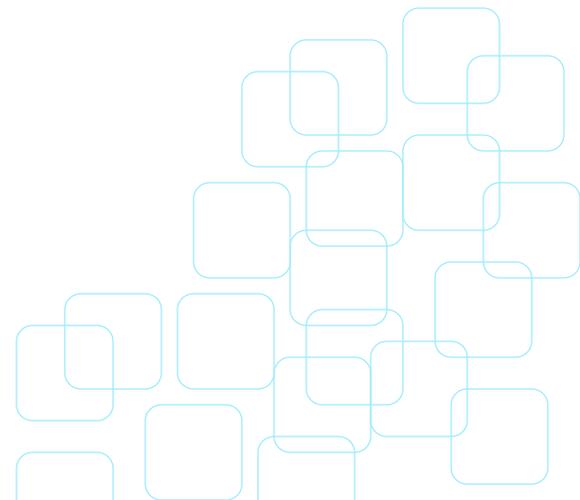
Induction

Employee
Relations

Employee
Grievance

Payroll

Other Aspects of
HR



Political Division and Time Zones

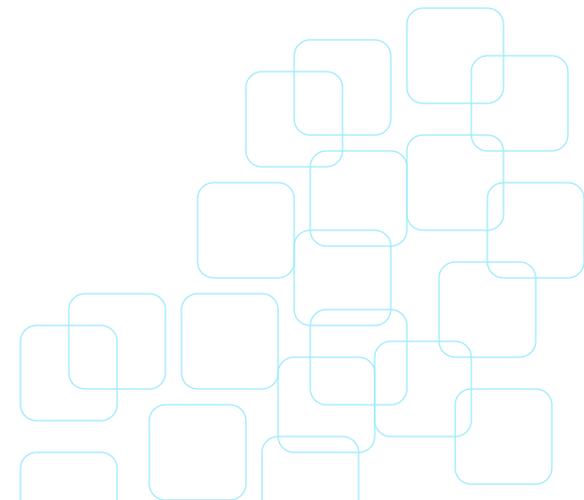
- US is divided politically into following zones – East, West, North, South, Mid-East and Mid West.
- Due to its huge land area, US is divided into given time zones – EST, CST, MST and PST.
- In terms of time difference, EST is 1 hour ahead of CST, 2 hours ahead of MST and 3 hours ahead of PST.
- For example Atlanta, GA (EST) will be 1 hour ahead of Dallas, TX (CST), 2 hours ahead of Denver, CO (MST) and 3 hours ahead of Los Angeles, CA (PST).

Day Light Saving

- The concept of Daylight Saving Time is the practice of advancing of clocks so that evenings have more daylight and mornings have less. In this, typically clocks are adjusted one hour forward at the start of spring and are adjusted one hour backwards near the start of autumn.
- Normally in US, the daylight saving is applied or starts at the last week of February and ends at the end of last week of October following Halloween's day

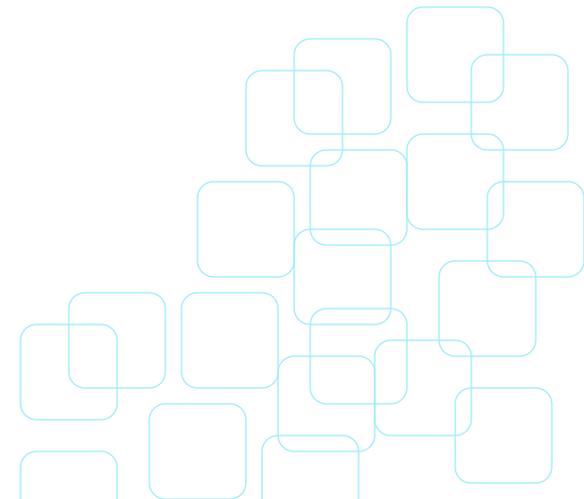
Recruiter:

Recruitment is the process of finding & attracting capable applicants for employment .



Staffing Life Cycle

- Client
- Account Manager
- Passes the requirement to Recruiter Recruiters
- Understands the requirement
- Call Up candidates
- Get Updated CV/Resume
- Check the Quality of CV/Resume
- Format the Profile/CV/Resume
- Submission of the CV/Resume/Profile to the Account manager
- Account Manager interacts with the candidate/consultant for further clarification
- Submit the CV/Profile/Resume to the client
- Get the feedback from the client
- Arrange the Interview
- Closure



What Is Visa

Visa is an entry clearance certificate that is placed in a travel or passport document, which gives you permission to enter into applied country.

Visa's are mainly classified into two major categories

- Immigrant Visa
- Non immigrant Visa

Immigrant Visa are for people who intend to live permanently in US.

Types of Immigrant Visa

GC(Green Card): An official document issued by the US Government to alliance allowing them to work permanently in US.

Non immigrant Visa's:

Non immigrant Visa's are for those people with permanent residence outside US but wish to be in US for a temporary basis- for tourism, medical treatment, business, temporary work or study.

Types of Non- Immigrant VISA

H1B- Work permit : This is a work permit under the US immigration in which aliens can enter US for three years if they work in a specialized field and their employers cannot fill the position locally. The three years can also be extended to six years. Programmers and other technicians in the computer field enter the US under this status.

H4 - Dependent

BI/B2- Business/Tourist VISA : Business travelers can enter US using this VISA.

JI : Basically provided for someone from home country to US for training which should be useful to the home country.

LI/L2- Intra Company Transfer/ dependent VISA : LI is a Non-Immigrant VISA which allows companies operating both in US and abroad to transfer certain class of employees from its foreign operations to US operations for Seven years. The employee must have worked for a subsidiary or parent company of your US company outside of the US for at least one year out of the last three years.

Types of Visa (contd.)

Non Immigrant Visa – This Visa is given to those immigrants whose permanent residence is outside US, however they wish to stay in US on a temporary basis for a certain purpose – tourism, medical treatment, business, temporary work or study.

Types of Non Immigrant Visa

H1B – It is a work permit under US immigration in which people can enter in US for three years if they work in a specialized field and their employers cannot fill the position locally. It is initially granted for a period of three years and can be extended up to a period of another years, hence the H1B visa is valid up to a duration of six years. The programmers and other technically skilled people especially related to Computers is enter US under this Visa Category.

H4 – It is granted to the dependents of immigrants who are on H1B work permit. People on this category are not allowed to work in US.

L1 / L2 – Intra Company Transfer / Dependent Visa – L1 is a Non Immigrant Visa which allows companies operating both in US and abroad to transfer certain class of employees from its foreign operations to US operations for a period of maximum up to seven years. The employee must have worked for a subsidiary or parent company of our US company for at least a period of one year out of last three years.

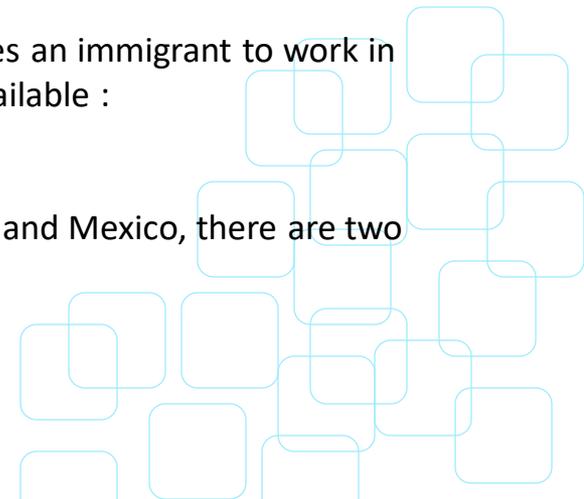
EAD – Employment Authorization Document

An Employment Authorization Document (EAD) is work permit that authorizes an immigrant to work in US for a period of time, usually one year. There are two categories of EAD available :

- I485 EAD (Green Card EAD)
- OPT EAD

Border Visas – As US shares its borders with two different countries, Canada and Mexico, there are two work permits which allows people from these countries to work within US.

- TN 1 Visa (Canada) / TN 2 Visa (Mexico)



Tax terms in US are classified into two categories. They are

- 1099
- W2

1099 : When a person is paid in the form of 1099, all money earned by the individual is paid on an untaxed basis. It is then the responsibility of the individual to file and pay the appropriate taxes.

W2 : when a person is paid in the form of W2, the employer automatically withholds and pays all of the necessary taxes as required. These taxes include Federal income Tax, State income Tax, Social security and Medicare Tax.

The following details are mandatory in any requirement

- Job description
- Roles and responsibilities
- Location
- Rate Confirmation
- Candidate Details
- Internal Submission

Fake CV's can be identified in the following ways

- Official Email ID
- References from the current company i.e. (Caucasians and Project managers)

Day - Day Activity of a Recruiter

- Picking up the Job (Requirement)
- Identifying the Candidates through various job portals and job engines.
- Calling Prospective Candidates
- Screening them as per the Requirement
- Reserving the best match candidates to the given job, and sending them Right to Represent (RTR).
- Once RTR is received, preparing the submission of the resume (formatting, preparing summaries).
- Submitting the resume to the a/c manager.

Basics - 1 to 10

- To work on 3-8 requirements per day. Ability to work **PARLLELY (NOT sequential)** for at least **3 recks (Mandatory)**.
- To talk with 15-20 candidates per reck – **Mandatory**
- To propose (Effective formatting of resumes is no more than 4 minutes) 1 – 2 candidates per reck within 2 hours to 12 hours from the work start time for the reck – **Mandatory**
- To adopt & shift between requirements (quickly and without mind block) and to work based on changing priorities in a day.
- To update full details in IRMT Call tracker - **Call tracker will be used to review the work status on a daily basis – Reviewer – Thirunavukarasu Arumugam with the Team**
- **Issues & Guidance:** To discuss with LEAD for following
 - To discuss issues while working on any requirement after exhausting all recruitment ways.
 - Getting stuck with any task for an unreasonable time or any sort of **MIND BLOCK** in performing tasks
 - To discuss issues with reference to employers/candidates/proposals and seek guidance.
- To immediately discuss with Leads on any aspects (personal or professional) that is affecting productivity
- Not to sleep or waste work time or misuse office resources
- Maintain office work ethics-Be transparent and not to compromise integrity
- Every individual has the responsibility to highlight to the management about any unethical work attitude by anyone so that business does not suffer.

Shortlisting

IMPORTANT: To make sure the following tasks are done for all the recks worked.

- Mining, research and shortlisting profiles - **Have a clear mindset to shortlist profiles based on the budget/rate/hire mode outline provided by the customer.**
- Customer gives the outline after considering many internal aspects and approvals. No point in making any unreasonable deviation from the reck guideline for **just proposal count sake** unless the customer gives a revised guidelines based on their changed priorities.
- Our target and goal is **JOINEES/Placements** not just proposals. Any major deviations in proposals will result in waste of time and efforts.
- **Do not get STUCK with one requirement for an unreasonable time. Analyze self and decide if all the necessary steps have been done for identifying candidate. If yes, move to next reck and keep looking for latest resume postings for unfulfilled recks. Shuffling recks is one of the key factor to have good number of proposals.**

Shortlisting – Contd...

- **Mandatory** FIRST step- Job Posting-Job Portals, Google and similar Groups, **Networking** sites and emailing to the vendors/candidates Distribution List - Using existing database
- **Important Tip: Viewing and Mapping suitability of a RESUME to a reek-40 Seconds – 50 Seconds(less than a minute). Please scan/read the entire resume. Key point is to understand clearly about the skills/experience stated in the resume and have clarity of why the profile WILL NOT fit the requirement. Understanding a resume and arriving to a decision about fitment and non-fitment is 50% of the recruitment cycle. A thorough and quick reading of the profile will help in knowing whether the candidate has just knowledge of the skills or experience.**
- Job portal resume short listing (**To shortlist simultaneously for minimum of 3 recks/skills-Proposals can be done for multiple recks in a shortime, we can avoid duplicate submissions and also be one step ahead of the competition.**)-To cover all the SUBSCRIBED Job Portals - **Important TIP:** Check for profiles using search string (clarify with Leads for any doubts related to search and search strings) in all the portals within 15 minutes. Open 3 windows (rough idea) for 3 recks and shortlist simultaneously. Get an idea of the profiles in all the portals. Start contacting the candidates shortlisted from all the portals. This will save time, also we will cover all portals parallely and we can beat the competition-Do not get STUCK with one portal, as this will be counterproductive and develops into a MIND BLOCK
- Contacting the candidates by using all the possible ways-Headhunting, Networking and References.
- **Important TIP:** Candidates contacting productive hours are between **8.00am EST (7pm IST) to 9.30 am PST (11pm IST) and 5pm EST (3.30am IST) to pm PST (7am IST)**. Candidates contacting hit rate will be very high during non-working hours. Employer contacting and **non-working candidates** contacting can be done anytime during the day.
- Ensure to be ALERT and preempt information whenever you are able to speak with the candidate. Try to cover all aspects as candidates will get busy and may not be available to talk frequently. Check the preferable mode of contact and timings. Some will respond quickly to emails and some for calls. Please ensure to have a professional transaction based conversation with the candidates. Do not deviate.
- To build an effective database continuously and share with everyone in the team-**Mandatory**
- Important Tip: **To MULTITASK**

Important Note:

- Do not get over confident or egoistic when targets are met - Allow to inculcate +vibes into self, everyone and move towards increasing the target BAR. Believe that success is due to several people in the team and it is not an individualistic result.
- Do not get disillusioned due to difficulties in daily tasks. **Speak to the manager or team lead** for feedback. Get corrected and move forward.
- Review your EMOTIONAL quotient and improve the EQ level
- Do not allow anger and -ve ego to affect the team or self
- Strictly follow work place ethics during the office time
- There is something severely wrong if someone allows a disagreement to cloud the work. All disagreements can be spoken professionally and resolved (should be resolved).
- **Important:** My feedback will be simply as per the goals we have set and daily tasks updates in IRMT. I will raise the issues during the conference calls and I expect logical answers. *Please do not TWIST my discussions about an individual's performance into an out of context assumption.* Only other thing I might speak apart from IRMT based aspects is any attitude or behavior that fails to preserve the work place decorum.
- **Do not fail to preserve the work place decorum for any reasons whatsoever.**

Thank you

