

## DISCIPLINE AT YOUR WORKPLACE

Will he perform\*?



**\*15 mins of interview can't determine this\***



## Introducing in...

- @ Recruitment and Staffing Services
- @ People management
- @ Background Check
- @ Performance Appraisal System
- @ Disciplinary management
- @ Response Management
- @ Overall HR Process management



# Why Reputa?

- @ Do you know out of 500+ MPs in Indian Parliament, 29 have been accused of spouse abuse, 7 arrested for fraud, 19 have more than 3 criminal cases pending against them and 117 have been CHARGED and are being investigated for Murder, Rape, Assault, Extortion and Robbery?
- @ Do you think election commission should do a thorough background check and only allow just the candidates having clean record to contest election?
- @ Do you run a Company?
- @ Do you ensure while hiring that the person you are hiring has clean background?
- @ Do you ensure whether the person you are interviewing is not faking his resume? (15-24% resumes in India are fake and 33% have misrepresented facts)
- @ Do you have peace of mind that your IT Team is not keeping things loose for other to exploit? (75% of IT Security Incidents are caused from within the company only)
- @ Have you had incidents of corporate thefts that you just didn't know how to report without expensive and tiring lawsuit? (Police Complaint/Legal solution in India takes almost 20 years)
- @ Do you think any of your ex-employee has leaked your company secrets wrongfully?
- @ Do you have internal politics by few people who spread negative rumours and thereby create low employee morale?
- @ Do you have high employee turn-over and people disappearing and joining competitors without servicing notice period?



Your employees are your business, your productivity, and your business image. Approximately 36% of all applications contain some untruths – from distortions involving educational degrees, stretching dates of employment, inflating salaries, and omitting criminal convictions.

If there was a service available that puts checks on corporate fraud with a solid company at a fraction of annual cost to employee, would you consider it?

**Have you heard about Reputa India?**

# Data Points From Experts

The accepted estimate for replacement cost of a bad hire is 1.5 to 3.5 times the salary of the job in question

**-MICA Consulting Partners**

The hit ratio in ITES/BPO/KPO is among the highest. Employment discrepancies have doubled in the last 6 months in the same market segment.

Hyderabad, Delhi & Bangalore are the 3 highest contributors to negative reports. Mumbai & Chennai is the close fourth.

75% of IT security incidents are caused from within the company not by hackers.

**-Gartner Group**

70% of employee theft is committed by repeat offenders.

**-KPMG.**

63% of the 600,000 convicted felons released into the workforce each year will commit another serious crime within 3 years.

95% of companies are victims of theft and only 10% discover it.

Occupational fraud and abuse costs organizations about \$600 billion a year, or roughly 6% of gross revenues

**- The Association of Certified Fraud Examiners**



## A Revolutionary Business Concept



- ④ There is a lot of investment in money, time and manpower during the process of recruiting an employee. Once recruited, the person becomes a face representing of a company.
- ④ Any flaw in verifying and recruiting the right kind of person would mean losses to the company in ways more than one. It is not just a concern about the entire effort wasted in employing the wrong person, but more so a matter of the company losing its reputation and value!
- ④ With the increased cases of resume frauds and identity crimes, it becomes all the more necessary to put in effect a reliable screening process, as it is hard to tell the difference between a resume and a one-page fiction. **Finding the right candidate can be difficult. In 15 minutes interview, one can't judge the right person.**
- ④ By selecting Reputa to power Organization's pre-employment screening strategy, companies can have more credible independent review to consider on the selected candidate. Engaging Reputa in enterprise adds to long term cost-saving and improving organizations productivity and loyalty.



**Reputa's solutions can help with "Reputation Management" & "Fraud Prevention."**

### What is Reputa?

- ④ Reputa India is comprehensive Service provider Firm that facilitates and contributes to your human resources, Reputation management and performance management tasks with the help of latest technology. We have comprehensive product line to offer in post Pre-Recruitment and Post-Recruitment functions.
- ④ Reputa's mission is managing Reputation in business environment and brings discipline to employer v/s employee matters. We provide solutions to businesses and individuals that will help in better workplace governance.







## Unique Selling Proposition

*Tune In Now »*

Reputa India is the solution that every business, every industry would love to have integrated with their HR functions.

### Some of the product feature-set includes:

- Ⓢ Fully Automated Human Resource Functions
- Ⓢ Automate the HR activities such as recruitment, transfer, promotion, and separation.
- Ⓢ Generate various activities such as preparation of offer letter, transfer order promotion letter.
- Ⓢ Generate manpower reports that are helpful for the management to take decision.
- Ⓢ Maintain history of transfer, training and promotion details.
- Ⓢ Resume posting through web.
- Ⓢ Information stored in a single place and shared by all the modules. Data redundancy is eliminated.
- Ⓢ Ensure centralized storage for the ease of maintenance, availability of online data to all the users and the consistency of data.





## HR Services

Compensation Consulting

Employee Joining Formalities

Executive Search

Hr - Functional Design

Human Resources - Policy,  
Processes and Systems

Organization Climate &  
Employee Satisfaction Survey

Pre Employment Screening

Recruitment and Response  
Management



## Background Check

Address verification

Education Verification

Employment Check

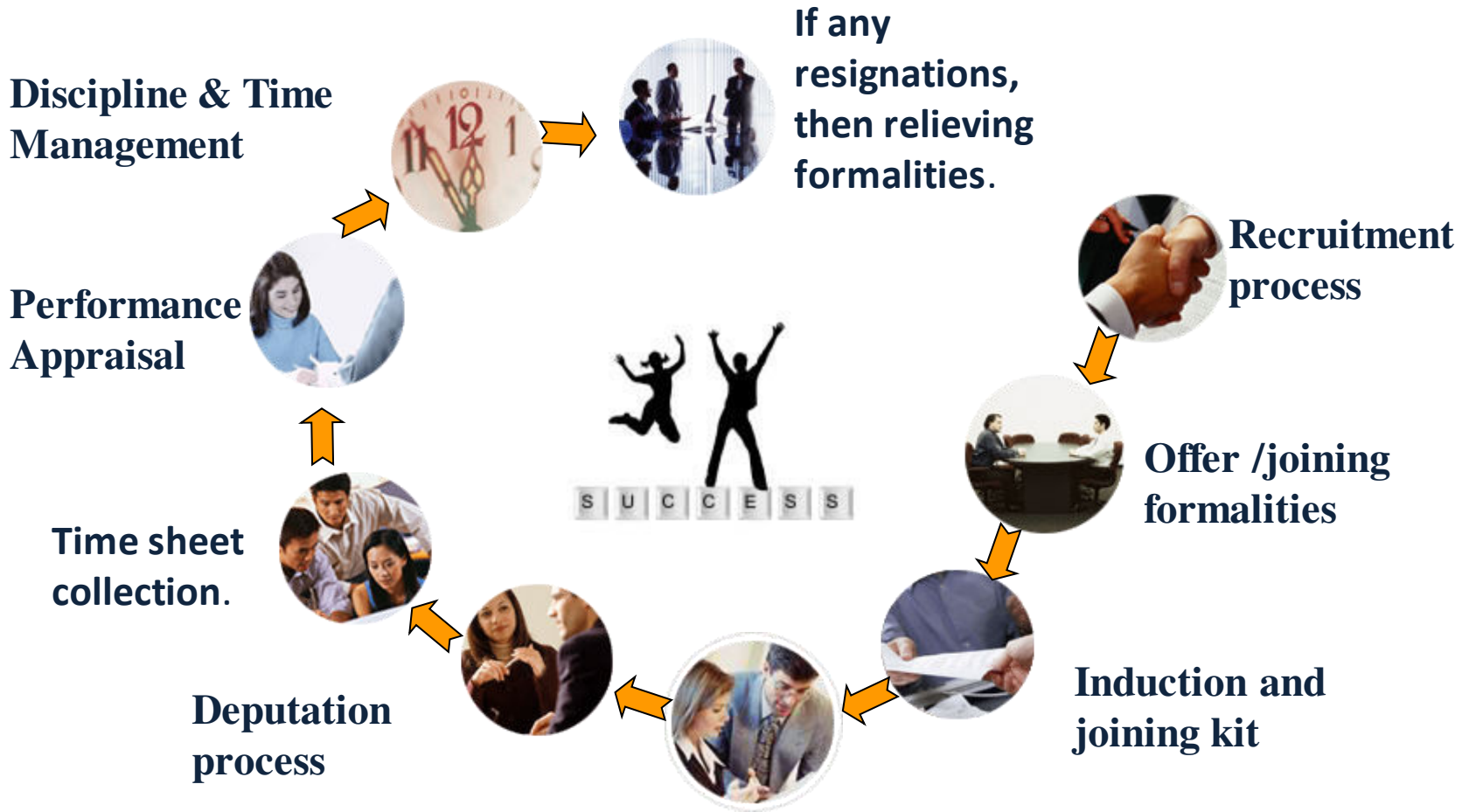
Document Check

Reference Checks

Incident Check

Criminal Check

Drug Use Verification Test







## HR Services

## Choose Your Package

Services	Price	Bronze	Silver	Gold
Recruitment (staffing)	8.33%	✗	✗	✗
Employee Joining	500	✓	✓	✓
HR Documentation	1500	✗	✗	✓
Employee Satisfaction Survey	300	✗	✓	✓
Incident Checks (per incident)**	200	✗	✓	✓
Performance Appraisal	1000	✗	✓	✓
Performance Appraisal Technical	500	✗	✗	✓
Attendance Administration	1000	✓	✓	✓
Assistant Support (at client place)#	500/hr	✗	✗	✗
Exit Formalities	300	✓	✓	✓
Legal Formalities (notices)*	4000	✗	✗	✗
<b>Package Price</b>		<b>1500</b>	<b>2500</b>	<b>4500</b>



\*Additional charges will be applicable.

#Travelling charges additional.

Package prices are per employee per year.

\*\*Include two incidents only.

**PAY FOR RESULTS**



## Background Check Services

## Choose Your Package

Services	Price	Basic	Standard	Professional
Address Verification	200	2	2	3
Address Verif.(Home visit)(<100kms)	500	✗	✓	✓
Education Verification	200	2	3	4
Edu. Verif. (Uni.Visit) (<200kms)	500	✗	✗	✓
Age Verification (Document)	100	✓	✓	✓
Past Work Exp. Verif.	200	2	4	6
Past Exp. Verif.(Visit)(<100kms)	1000	✗	✗	✓
Health Check (if required)	1500	✗	✗	✗
Technical Check (if required)	500	✗	✗	✗
CIBIL Status	400	✗	✓	✓
Police Clearance	1000	✗	✗	✗
Social Sites Verification	100	2	4	6
Candidate Provided Ref Check	500	2	2	2
Drug Use Verification Test*	2000	✗	✗	✗
Fingerprint Screening	500	✗	✗	✗
Tenant Screening(Visit) (<100kms)	1000	✗	✗	✗
Unpayable Debt Check	2000	✗	✗	✗
<b>Package Price</b>		<b>1500</b>	<b>2500</b>	<b>4500</b>



\*Additional charges depend on no. of tests.

Package prices are per employee.



**Reputa India** is a professionally managed Reputation management Company managed by a group of young, dynamic and energetic Management & I.T professionals at **AHMEADABAD**.

**Reputa** recognizes the importance and relevance of the human factor for enhancing an organization's bottom line. At **Reputa**, we go a step forward to ensure that the person not only fits the stated job profile but we also ensure that he is the right 'person fit' for the organization keeping in mind the client organization's work culture.

#### **Payment Terms For Recruitment Services:**

##### **Executive Search & Selection-(Permanent Staffing):**

- **8.33%** of annual gross salary.

##### **Turnkey Bulk Requirements (more than 50 Placements):**

- Cost of Ad with prior approval from client.
- **5.0 %** of annual gross salary of all selected candidates.

##### **Campus Recruitments:**

- Cost of round trip (by AC III Tier Train/Air travel/BUS, Car), accommodation, stationary and miscellaneous towards the drive.
- **5.0 %** of the annual CTC of the selected candidate.

*skills. Workforce. People.*

All payments to be made by Cheque or D.D. in favor of **Reputa India** payable at Ahmedabad within **30 days** of the joining of the candidate with your Organization. **Reputa India** will levy 2% monthly interest on any invoices unpaid beyond 30 days.

#### **Replacements:**

We also agree to replace a candidate free of cost within forty five days, in case of a candidate leaving within 60 days of joining (will include resignation or termination for any cause) failing to which we agree to return the fee paid to us for this particular candidate.



# Reputa Verified Certification

We differentiate candidates by providing Reputa verified Certification. A **Reputa Verified Certification** makes it clear that his resume is genuine and has integrity to standout from the crowd of other jobseekers. **Always Hire Reputa Verified Employees. Reputa Verified Certification** symbol can help you in verifying his projects, his references, his qualifications and certifications and help you in getting Reputed Employees.

**Be confident that your employees are who they say they are, ask them to get Verified Certification by Reputa.**

We can take that burden off you! We have the experts and the expertise to provide accurate facts, avoiding all hassles. **We verify information regarding identities, background check, pre employment screening, education and employment verification, online checks, legalities, Criminal Checks, references, experiences, employment status... You name it, and we'll do it.**

We also gather information from references directly and authenticate even them! If you are hiring through other recruitment agency, we will verify them as well! When you know that the job is in the hands of the masters in the field, you can take a back seat and relax while your business continues undisturbed.

**Reputa** provides a comprehensive suite of **Recruitment, pre-employment and employment screening solutions** specially designed to reduce the time and cost associated with hiring processes.

**Always Hire employees by Reputa India or Hire only Reputa Certified Employees.**





- @ Employee competency mapping
- @ MIS system
- @ Report generation for every activity
- @ Work flow
- @ Quality parameter on every activity
- @ Defined turn around time for every activity.

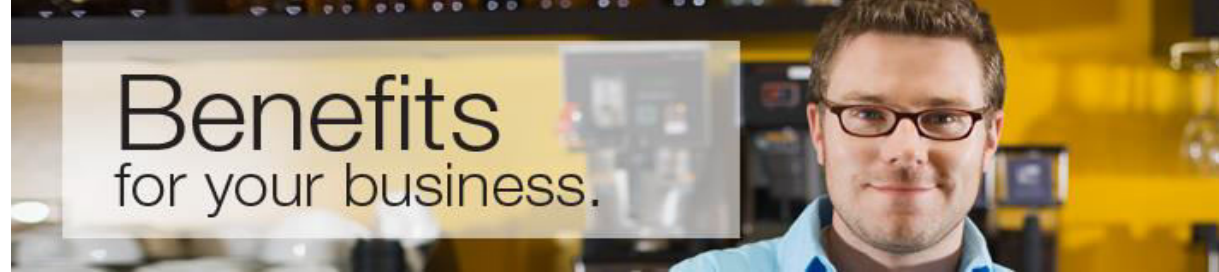






- @ Banking and Finance
- @ Telecom
- @ Healthcare and life sciences
- @ Automobile
- @ Pharmaceutical
- @ Engineering
- @ Insurance
- @ Retail and consumer goods
- @ Media and Entertainment
- @ Manufacturing
- @ Energy
- @ Transportation
- @ IT





- @ Commitment to delivery
- @ In-depth Technical Knowledge
- @ Professional Approach
- @ Sophisticated HR Process
- @ Reduce Corporate Frauds
- @ Improve Workforce Productivity
- @ Control Staff Attrition
- @ HR Data Consistency and Accuracy
- @ Put Check on Corporate Politics
- @ Strengthen your HR Practices
- @ Evidence based incident reporting
- @ Identify Real Champions in Organization
- @ Impartial Performance Assessment
- @ Perm and Contract Staffing



**coming  
soon!**



# REPUTA INDIA



: [info@reputa.in](mailto:info@reputa.in)



: [www.reputa.in](http://www.reputa.in)



: 079-40043267

