

# Human Resources

Presentation, 2018





# HR **Services**

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*Content Table.*

1

## **Offered Services**

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Human Resources and Recruitment services.

2

## **Talent Acquisition Strategies**

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How do we do it?

3

## **Current Statistics**

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Honduran population, incentives and programs.

4

## **Minimum Wage**

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Salary tables for Call Centers and BPOs.

# Content.

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- List of services.
- Details of the assistance.
- Examples.



Services



# HR and Recruitment **Services.**

## Talent Acquisition

Marketing and sourcing activities are implemented monthly.

## Screening Process

We filter the candidates we sent to our clients to make sure they accomplish with their requirements.

## Retention Strategies

HR monthly meetings, agreements and corporate social responsibility activities.

## Labor Conduct Guidance

Any HR related questions are answered by us as well we provide any assistance as requested.

# Content

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- Graphic concept.
- Media.
- Strategies.
- Responsibilities.



Marketing



# 12-Month **Marketing Plan**

*Marketing strategies.*



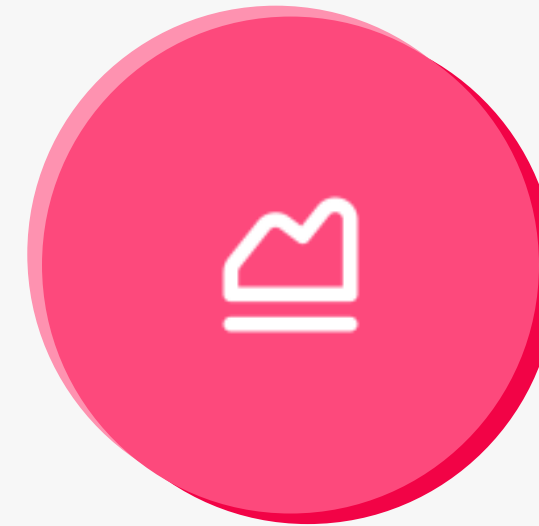
## Media

Our recruitment campaign is published through social media, our website, magazines, radio and others.



## Design

We change the design of our campaign yearly. This year, we based it on age and generation acceptance and diversity.



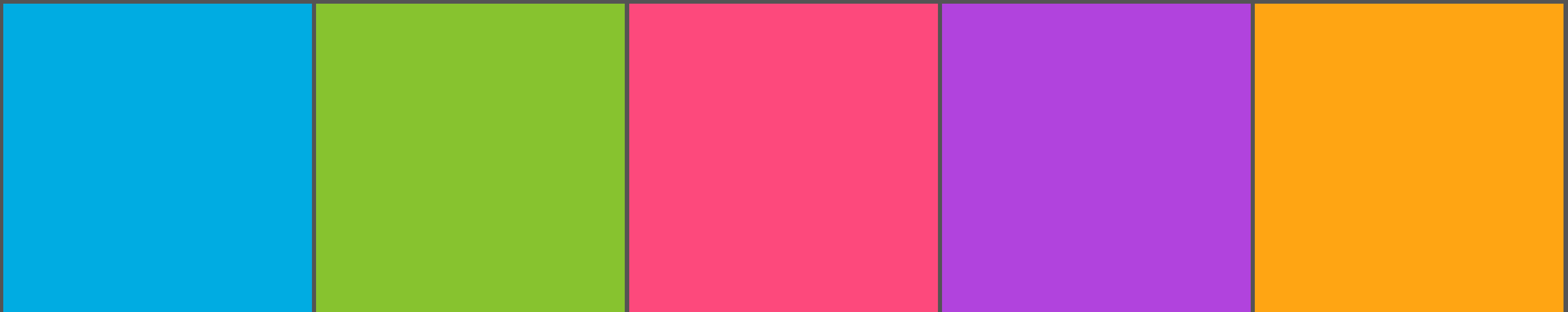
## Strategy

The strategy of the campaign is based on the premise that Altia Smart City accepts you for who you are. As long as you comply with the requirements of an open position, you're eligible to apply; ever age group has earned valued experience according to the generation they belonged to.



## Responsibility

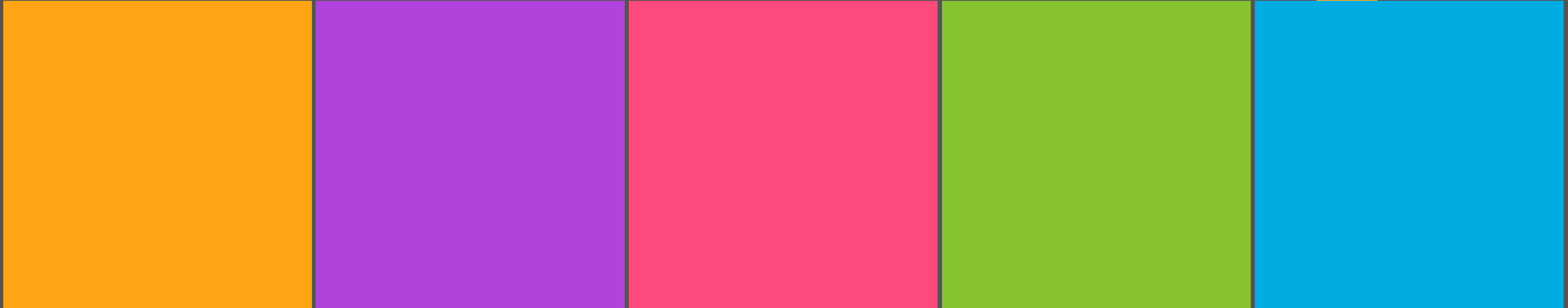
Both the Recruitment and Marketing department are responsible for designing and publishing the campaign.



Content

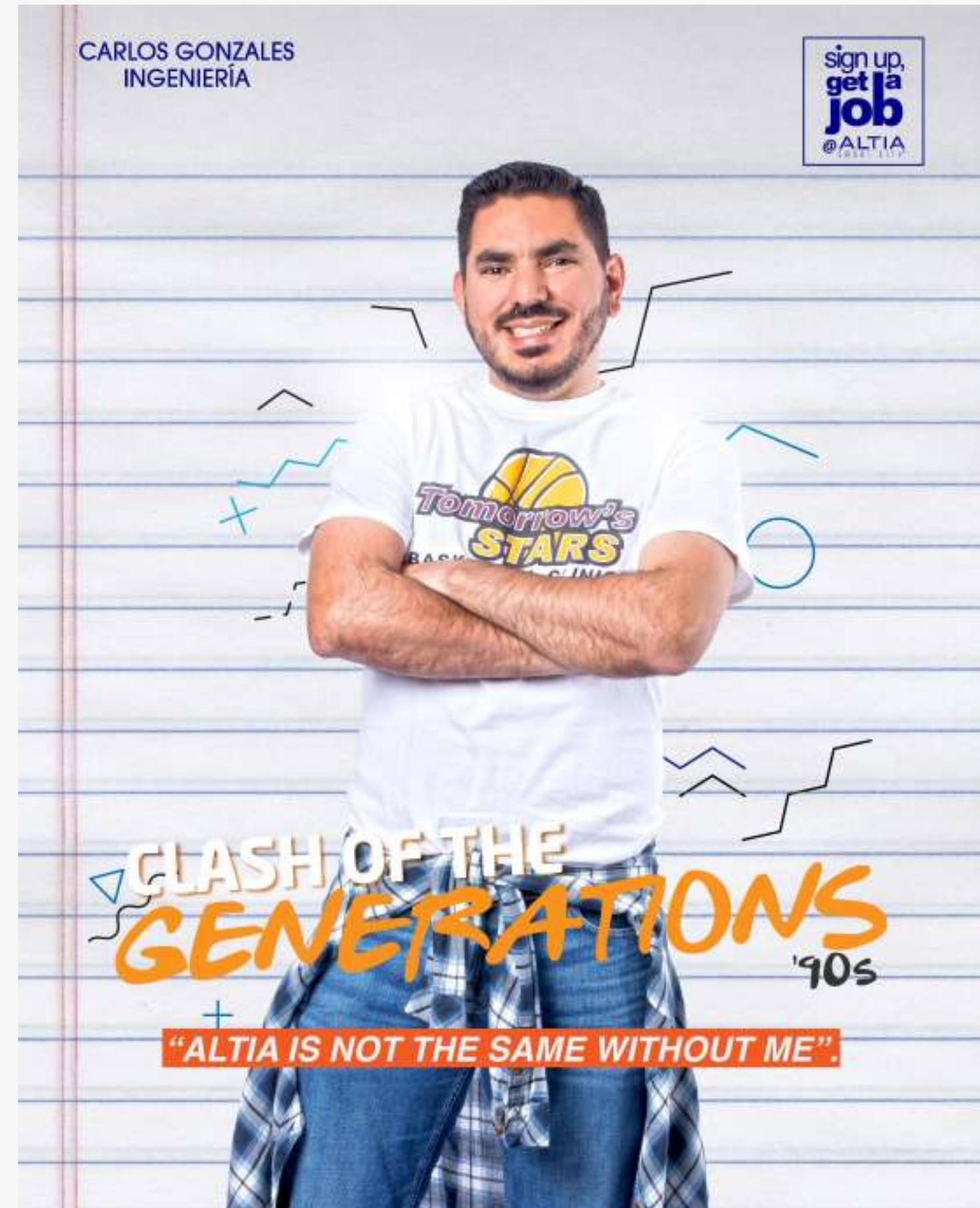
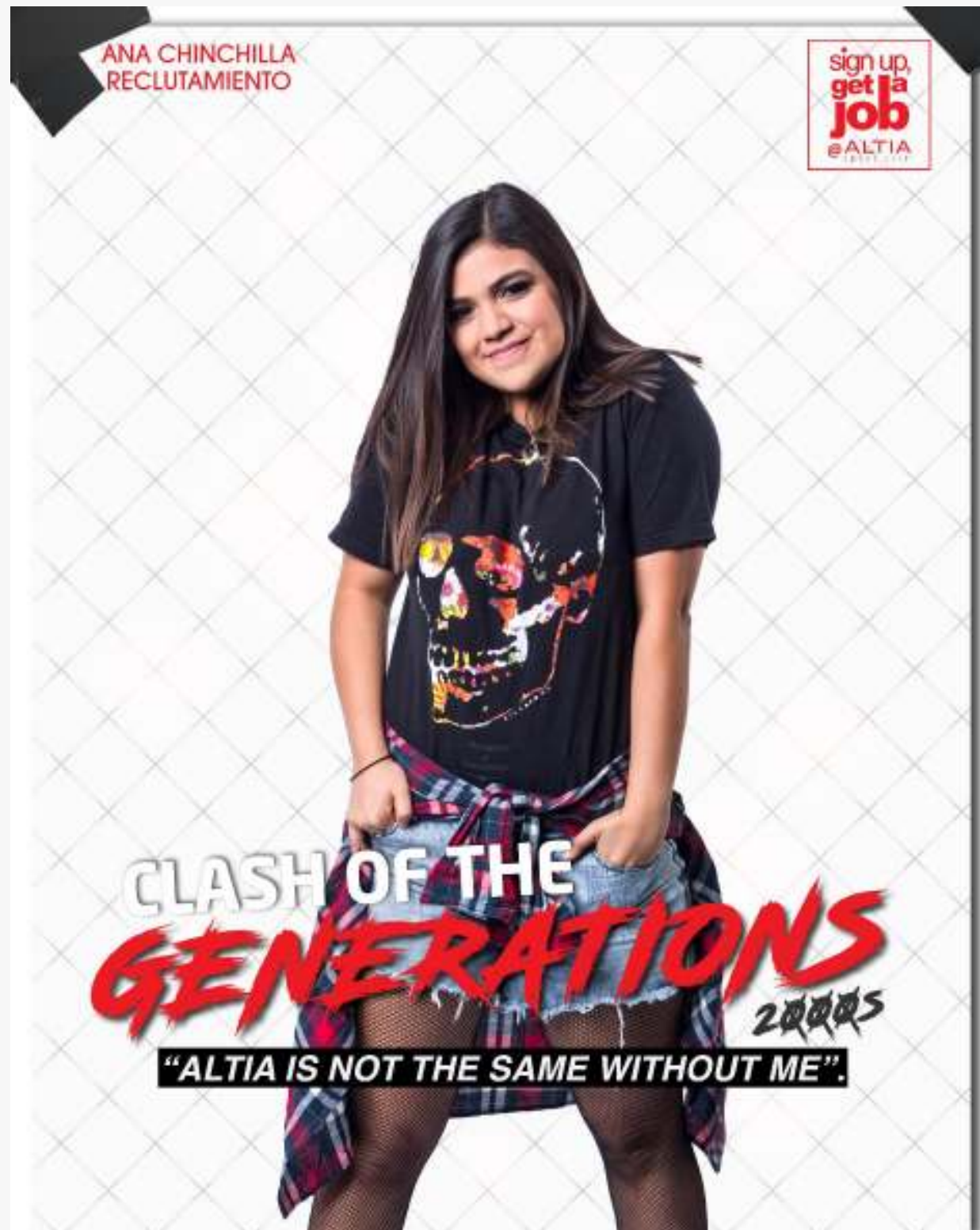
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*Ads, videos, articles, games.*



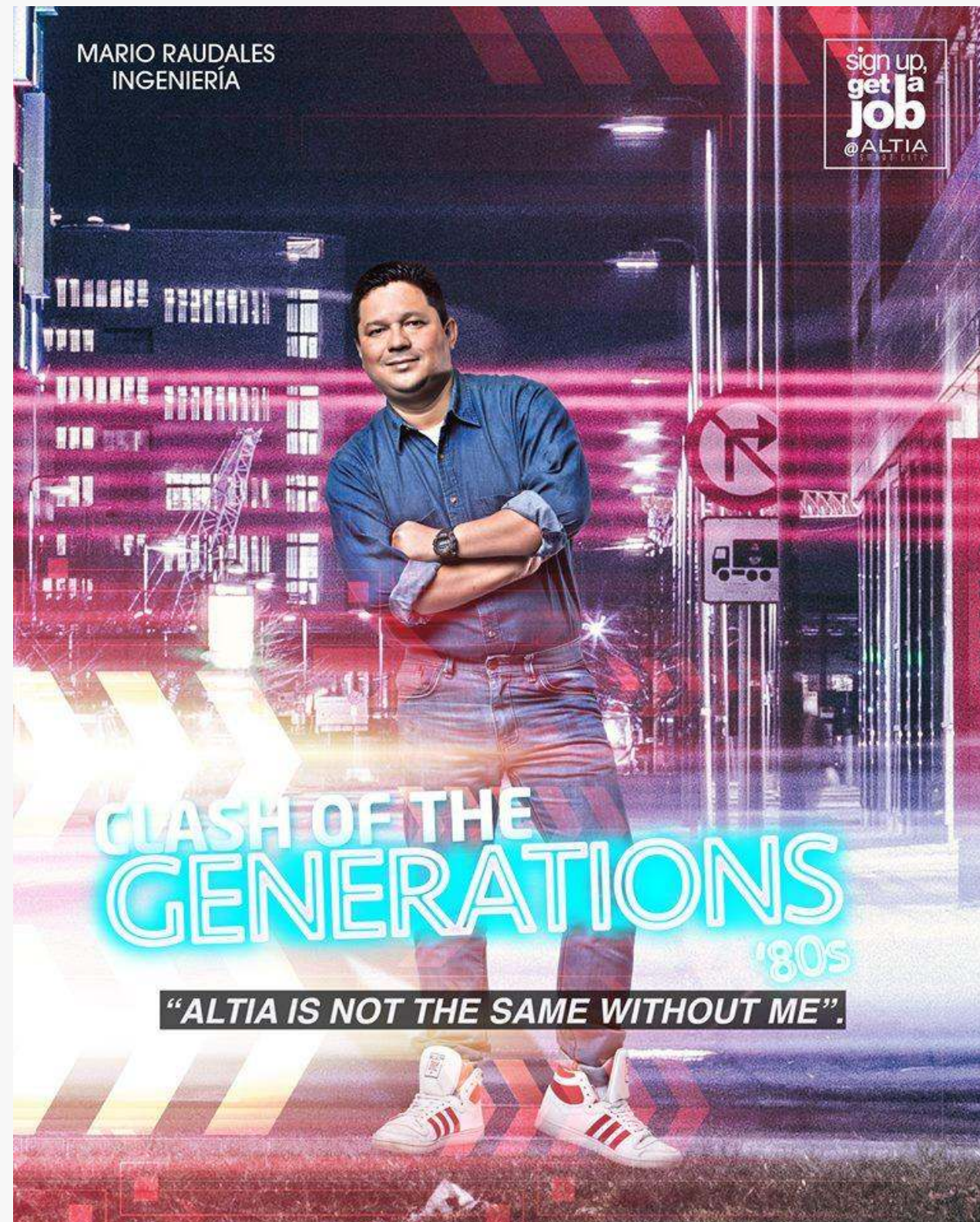


# Final Design





# Final Design





# Acquisition Strategies



## Bilingual Schools

*2 Weekly*

Altia Smart City has created a joint program with bilingual schools. Its main objective is to prepare students during their senior year in High School for their first job once they have graduated. It consists of several steps that would guide them on what to expect and how to proceed while applying for the first time.



## Universities

*2 Monthly*

Altia Smart City has created a joint program with local Universities from San Pedro Sula. Its main objective is to connect students with companies that offer positions related to what their majoring.



## English Programs

*2 Monthly*

We're working along Unitec and the Government on a scholarship program where students with a low income are taught English and make them eligible for a Call Center position. We also work with several English academies that provide us with talent.



## Sourcing Activities

*1 Weekly*

We organize different brand positioning and recruitment activities: flier handouts, job fairs, college fests, etc.



# Community **Management**

*Website, Chat and Social Media.*



We understand the importance of following up with our candidates, so we have a Community Manager that is 100% focused on our website: [www.signupgetajob.com](http://www.signupgetajob.com). This year we have added a **Live Chat** to provide immediate answers, as well as a **BLOG TAB** where recruitment related articles are uploaded to help our candidates with tips and details. We are also promoting ourselves through LinkedIn, Facebook, Twitter, Instagram and Snapchat and Tecoloco.



facebook.com



twitter.com



plus.google.com





# Recruitment **Team**

## Recruitment Manager

Client management, recruitment strategies, recruitment statistics, retention strategies, marketing plan, alliances.

01

## Sourcing Specialist

Social media and marketing administration, alliances administration, employee benefits, English programs and Bilingual Schools.

02

## Recruiters

- Recruitment process of current clients.
- Database sources.
- Field Work

03



# Recruitment **Process**

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## **1** Phone Screening

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Altia Smart City will contact the candidates before they get sent to one of our clients, to make sure they comply with the position requirements.

**Who is charge: Altia's Recruitment Department.**

## **2** Assessments

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Either Altia or our client can provide the candidates with the assessment process. We would make sure that every step is completed before sending the candidate, if our client requests us to do so.  
**Who's in charge: Altia or our Client.**

## **3** Client Interview

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Once we've identify candidates that comply with our client's requests, we well schedule the candidates for interview according to our client's schedule.

**Who's in charge: Our client.**

## **4** Feedback

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Once the client has interviewed the potential candiates, they will send a brief feedback on each person, including the one that has been selected. Altia will make sure that every candidate gets feedback.

**Who's in charge: Our client.**

## **5** Candidate File

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If the client requests us to complete the candidate's file for them, we'll galdly do so; this includes references from previous jobs.

**Who's in charge: Altia or our Client.**

## **6** Hiring Process

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This step will take place according to our client's preference. We will assist if requested.

**Who's in charge: Our Client.**

# Content.

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- Bilingual Population: Valle de Sula.
- Bilingual Population: Tegucigalpa.
- Universities Population.



Statistics





# Bilingual Population **Valle de Sula**

YEAR	Total Population in SPS	Graduates per Year	% Of the literate population that is bilingual
2012	1,356,784	3,016	18.70%
2013	1,523,761	3,891	21.02%
2014	1,802,445	4,366	33.60%
2015	2,045,776	5,057	35.03%
2016	2,463,222	6,284	36.65%
2017	2,985,493	6,721	38.03%

Source: Altia Smart City study, 2017



# Bilingual Population **Tegucigalpa**

YEAR	Total Population in TGU	Graduates per Year	% Of the literate population that is bilingual
2012	1,733,467	4,680	32.70%
2013	1,804,333	5,056	35.09%
2014	1,980,266	5,504	38.01%
2015	2,200,340	6,812	39.65%
2016	2,435,005	7,460	40.03%
2017	2,612,441	8,574	40.56%

Source: Project 20/20 Investigation- Honduras, 2017



# Population at **Universities**

LOCAL UNIVERSITY	TOTAL POPULATION	WORKING AT ALTIA BUSINESS PARK
UNITEC	3,665	483
CEUTEC	3,620	550
USAP	6,126	435
UNICAH	2,387	265
UTH	2,170	120
UNAH	16,715	370
<b>TOTAL</b>	<b>34,683</b>	<b>2,223</b>

Source: Altia Smart City, Population Research



# Content

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- Standard System.
- Hourly Paid Program.



Minimum Wage



# Standard **System**

Honduras	Company Deductions	Employee Deductions
Monthly Salary in US\$ (More than 150 employees)	\$456.87	
Yearly Salary (12 months)	\$5,482.44	
INFOP (Government Training Program) 1% of Payroll	\$4.57	
Social Security (Ceiling Salary Lps. 7,429.76 x 8.70%.) (Company pays 8.70% & Employee pays 5%)	\$27.36	\$15.72
<b>Monthly Fringe Benefits</b>	<b>\$31.93</b>	<b>\$15.72</b>
<b>Monthly Wage</b>	<b>\$456.87</b>	
<b>Fully Loaded Monthly Salary</b>	<b>\$488.80</b>	
<b>Fully Loaded Yearly Salary (14 payments)</b>	<b>\$6,843.20</b>	



# Hourly Paid Program

HONDURAS	Company Deductions	Employee Deductions
Base Monthly Salary (More than 150 Employees)	\$456.87	
20% Compensation ( Includes: INFOP, Vacations, Holidays, 13th month, 14th month)	\$91.37	
Social Security (Ceiling Salary L. 7,429.76 x 8.7%) (Company pays 8.7% & Employee pays 5%)	\$27.36	\$15.72
<b>Hourly Wage</b>	<b>\$2.42</b>	
<b>Total of Monthly Benefits (Compensation &amp; Social Security)</b>	<b>\$118.73</b>	
<b>Fully Loaded Monthly Salary (Base &amp; Benefits)</b>	<b>\$548.24</b>	
<b>Fully Loaded Hourly Labor Cost</b>	<b>\$2.90</b>	
<b>Fully Loaded Yearly Labor Cost (Based on an 8-hours per day sample)</b>	<b>\$6,578.88</b>	



# Monthly Compensation Benchmarking

- = 95% English
- = 90% English
- = 85% English
- = 80% English

