



RECRUITMENT OUTSOURCING IMPLEMENTATION AND PROJECT MANAGEMENT SERVICES

When organizations are considering outsourcing any of their recruitment function, Riviera Advisors provides an unbiased approach and can assist as your internal project manager. We are totally vendor neutral and are retained to represent the client organization. We recognize service delivery and performance from a provider is critical for the day-to-day operation of processes and systems.

Organizations may need assistance in the “pre sale” phase, by explaining the up-front work needed. A needs analysis may be needed prior to any type of recruitment process outsourcing review. We are prepared to serve as your project manager.

Riviera Advisors can assist corporate clients with the unique and difficult tasks associated with implementing a Recruitment Outsourcing strategy. We can:

- Develop pre-proposal scoping, review past, present and future staffing needs, help strategize on what needs to be accomplished, involvement of management, communications, decision making process, and timing of the implementation.
- Assist with the RFI/RFP process and coordinate assessments with an organization's Human Resources, Procurement, Legal and Communication teams.
- Review your step by step recruiting process and design the appropriate standard operating procedures for implementation. Including:
 - Determine accountabilities.
 - Update policies and procedures, if appropriate.
 - Review potential roadblocks and key deliverables.
 - Review features, functionality, compliance and transparency.
 - Design a service level agreement with metrics, reporting and critical performance measures.
- Review all recruitment/HR vendors who will be impacted; assist with the integration of effected vendors.
- Determine technology integration or blend with vendor's technology.
- Assist with the determination or development of reports.
- Complete survey's from Hiring Managers, internal HR constituents and applicants (hired or not) on the new process and performance.
- Develop all communications internally and externally.
- Determine benchmarks for successful implementation/audits from client and vendor.
- Assist with communications and implementation of the outsourcing project.
- Develop all documents relating to the outsourcing project.
- Follow up with “post sales” project management.



RIVIERA ADVISORS