



HORIZON HOSPITALITY ASSOCIATES, INC

Recruitment Process Outsourcing (RPO) Solution for Hotel, Restaurant & Club Management Companies

HORIZON'S RPO SOLUTION INCLUDES

- ◆ **Applicant Tracking System**
State-of-the-art Applicant Tracking Software will provide you with valuable statistics while tracking candidates throughout the entire hiring process.
- ◆ **Candidate Sourcing**
Daily searches on relevant job boards and Internet networking communities.
- ◆ **Position Marketing**
Creation of highly-effective job postings and targeted placement of Ads on appropriate job boards.
- ◆ **Applicant Screening**
Applicants will be thoroughly screened prior to submittal to assure they match position criteria and requirements.
- ◆ **Interview Coordination**
Coordination of all interviews with your hiring team in accordance with the established hiring process.
- ◆ **Succession Planning**
Consistent flow of qualified candidates will enable you to develop bench strength for future growth.
- ◆ **Pre-Employment Screening**
Comprehensive candidate screening process will include reference checks, background checks, behavioral and aptitude testing.

There are many reasons that companies decide to outsource their recruiting department, but the most prominent advantage is the fact that it will save money. Outsourcing allows your company to focus on other operational issues while the details are taken care of by outside experts.

A large amount of resources that might traditionally fall on the shoulders of management professionals, can now be used for more important issues within your company. If your company is looking to grow, Recruitment Process Outsourcing is a cost-effective way to start building foundations in new territories across the country.

Benefits for your company, RPO:



- ◆ Decreases recruiting expenses
- ◆ Centralizes all recruiting functions
- ◆ Reduces or eliminates recruiting payroll expenses and the need for corporate recruiters
- ◆ Benchmarks, tracks and improves critical hiring ratios/statistics
- ◆ Reduces employee turnover through implementation of highly effective behavioral and aptitude testing
- ◆ Accelerates the hiring and selection process to reduce candidate "fall outs"
- ◆ Enables you to hire considerably better candidates through the use of cutting-edge recruiting tools and techniques
- ◆ Saves administrative and human resource time...and money!



Four Reasons to Outsource Your Recruiting Department



HORIZON'S RPO SOLUTION INCLUDES

- ◆ **Employee Retention**
Improved processes will create a significant reduction in employee turnover. Goals will be established and continually monitored.
- ◆ **Website Integration**
Open positions are posted on your company website for candidates to apply directly through our Applicant Tracking System.
- ◆ **Exit Interviews**
Interviews with employees who leave your company will provide valuable information to reduce future turnover.
- ◆ **Corporate Branding**
Designed to give your corporation and/or hotel property added exposure
- ◆ **Recruitment Research**
Our team will discretely "cold call" managers working in similar positions discuss opportunities.
- ◆ **Accessibility**
Your Account Executive will be on-call 24/7 for your hiring team.
- ◆ **Progress Reports**
Periodic visits with your executive team to review results, conduct training and apprise you of industry trends.

#1 — Simplify your operations and refocus on your core business

If you're like most employers, chances are you're spending too much time dealing with employee recruitment rather than on the things that will increase your bottom line. Horizon's RPO allows you to leverage your strengths and refocus your energy on exceptional customer service and growing your business. You don't go into the hospitality business just to deal with the red tape and regulations of being an employer.

#2 — Manage rising costs of recruiting and retention

The cost of sourcing an exceptional workforce is continuing to go up every year. With our proven expertise in Sourcing, Interviewing and Pre-Employment Screening, Horizon's RPO helps you keep the cost of recruiting down - without having to hire additional staff.

#3 — A proven path to better productivity

A practical growth strategy is critical to your company's performance. Horizon's simple, yet extremely effective model of team performance employee management, is designed to help you increase productivity by hiring, managing and maintaining a winning team.

#4 — Leave Recruiting to the professionals

Fortune 500 companies have the financial strength and resources to hire a top-notch, experienced Recruiting staff and provide a full spectrum of screening services. Unfortunately, most companies don't have the resources or expertise necessary to build a professional in-house Recruiting department or provide the tools recruit and retain quality employees. Outsourcing human resources with Horizon's RPO gives you a state-of-the-art recruiting department and a level of services usually found at only the largest employers.

For more information on how we can help grow and support your organization through effective Human Resource Management, contact:

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