



PREMIUM CLIENT DOCUMENT

Client & Partnership Kit

Company profile, recruitment proposal, engagement model and mandate activation pack

WHERE TALENT FINDS ITS ARC

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DOCUMENT MAP

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Executive Snapshot

A structured recruitment partner for companies that value relevance, clarity and disciplined follow-through.

TalentArc HR Solutions is a recruitment consultancy and HR solutions company supporting organizations and candidates across India. We help employers clarify requirements, source suitable candidates, screen profiles and coordinate the hiring journey with professional communication.

OUR POSITIONING

TalentArc does more than forward resumes. Every mandate begins with role clarity and moves through structured screening, accountable coordination and documented follow-up.

Business Focus	TalentArc Approach
Relevant profiles	Prioritize fit, availability and seriousness over uncontrolled resume volume.
Faster evaluation	Capture must-have criteria before sourcing and submit profiles in a consistent format.
Clear coordination	Keep interview, feedback, offer and joining stages visible to both sides.
Responsible data handling	Share candidate information only for legitimate recruitment activity and approved mandates.

Mission: To make recruitment more professional, organized and result-oriented for businesses and candidates through disciplined hiring support, proper screening and clear communication.

Services & Sectors

Flexible support for permanent, bulk and role-based recruitment mandates.

Service	What It Includes	Best Used For
End-to-End Recruitment	Requirement mapping, sourcing, screening, interview coordination and closure support.	Clients seeking one accountable hiring workflow.
Permanent Hiring	Role-based sourcing and shortlisting for full-time positions.	Regular business hiring across functions.
Bulk Hiring Support	Structured sourcing, screening batches, interview scheduling and status reporting.	Sales, telecalling, BPO, operations and multi-location drives.
IT & Non-IT Hiring	Technical and functional recruitment based on role-specific criteria.	Technology, business and corporate support teams.
Candidate Screening	Resume, fitment, communication, availability and interest checks.	Clients that already source but need quality control.
Candidate Development	Resume guidance, interview readiness and professional communication support.	Improving candidate presentation before interviews.

Priority Sectors	Representative Roles
BFSI & Insurance	Sales, telesales, relationship management, field sales, operations and support.
BPO & Customer Support	Telecalling, customer service, collections, process associates and team leaders.
IT & Technology	Development, testing, support, data, product and technical operations.
Sales & Business Development	Inside sales, field sales, business development and account-facing roles.
Corporate Non-IT	HR, administration, finance operations, marketing, retail and e-commerce.
Startup & Growth Hiring	Flexible sourcing support for evolving teams and time-sensitive mandates.

GEOGRAPHIC REACH

Pan-India recruitment support with strong operating focus on Delhi, Noida, Ghaziabad and the wider Delhi NCR market.

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Delivery Process

A six-stage hiring flow that keeps responsibility and status visible.

Stage	TalentArc Action	Primary Output
1. Requirement Understanding	Confirm role, location, budget, experience, must-have skills, process and joining expectations.	Approved mandate brief
2. Candidate Search	Source through lawful professional channels, networks and existing consented records.	Potential profile pool
3. Profile Screening	Check role fit, experience, communication, availability, compensation and interest.	Screening notes
4. Shortlisting	Share only profiles aligned to mandatory criteria, in an agreed format.	Client shortlist
5. Interview Coordination	Schedule interviews, confirm attendance and record outcomes.	Interview tracker
6. Selection & Joining Support	Coordinate documents, offer acceptance, joining confirmation and billing trigger.	Closure record

CLIENT DEPENDENCY

Turnaround depends on an approved JD, realistic compensation, interview availability and timely feedback. These inputs are documented before delivery begins.

Candidate Screening Standard

Every presented profile should be easier for the client to evaluate.

Screening Dimension	Minimum Check	Evidence Captured
Role Fit	Recent responsibilities and experience align with the mandate.	Role summary and relevant tenure
Skill Match	Must-have skills or functional exposure are reasonably demonstrated.	Skill notes / examples
Communication	Candidate can explain experience and interest clearly.	Recruiter observation
Availability	Notice period, interview availability and earliest joining date are known.	Dates / notice period
Compensation	Current and expected compensation are captured without misrepresentation.	Candidate-declared figures
Seriousness	Candidate understands the role, location and selection process.	Interest confirmation
Resume Quality	Profile contains sufficient, readable and decision-useful information.	Updated resume version
Follow-Up Readiness	Candidate is reachable and responsive for the next step.	Preferred contact channel

TalentArc does not certify employment history, education, identity or background unless a separate verification service is expressly agreed. Final verification and the employment decision remain with the employer.

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Engagement Models

Choose a structure that matches the mandate, ownership and billing route.

Model	Structure	Commercial Field
Direct Client Mandate	TalentArc contracts directly with the employer and invoices on the agreed trigger.	[__% of annual fixed CTC / INR __ per joining]
Recruitment Partner / Sub-Vendor	TalentArc delivers against another agency's authorized mandate under documented ownership and payout rules.	[Revenue share / fixed payout / percentage]
Project / Bulk Hiring	Role, location, volume, screening and reporting requirements are captured in a project SOW.	[Per joining / milestone / project fee]
Screening-Only Support	TalentArc screens a client-provided pool against agreed criteria.	[Per profile / batch / monthly retainer]

COMMERCIAL RULE

No mandate is active until the client or authorized partner confirms the JD, commercial basis, invoice trigger, payment period, ownership window and replacement conditions in writing.

Service Governance

A practical operating rhythm for predictable recruitment delivery.

Governance Item	Recommended Standard	Owner
Single Point of Contact	One authorized SPOC for requirements, feedback and escalation.	Both parties
Mandate Approval	JD, location, compensation, process, volume and commercials confirmed in writing.	Client / partner
Profile Format	Resume plus standardized screening summary.	TalentArc
Feedback Rhythm	Interview/profile feedback within the period agreed in the SOW.	Client / partner
Status Review	Weekly or campaign-specific progress update for active mandates.	TalentArc
Candidate Ownership	Timestamped submission record and agreed ownership window.	Both parties
Data Use	Candidate data used only for the approved recruitment purpose.	Both parties
Closure	Joining and billing confirmation captured in writing.	Both parties

KPI	Formula	Interpretation
Shortlist Rate	Profiles shortlisted / Profiles submitted	Quality of submitted profiles
Interview Conversion	Interviews / Profiles submitted	Role fit and client alignment
Offer Conversion	Offers / Interviews completed	Selection effectiveness
Joining Ratio	Joinings / Offers	Offer acceptance and follow-through
Turnaround Time	First submission date - Mandate activation date	Sourcing responsiveness
Feedback Ageing	Current date - Feedback request date	Process bottleneck visibility

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Editable Recruitment Proposal

Complete every bracketed field before sharing externally.

Prepared For

[Client / recruitment partner legal name]

Mandate / Roles

[Role names, locations and expected volume]

Prepared By

TalentArc HR Solutions | Authorized representative: [Name / designation]

Proposed Scope

- Requirement discovery and written mandate confirmation.
- Candidate sourcing through lawful recruitment channels and consented databases.
- Pre-screening against agreed role, location, compensation and availability criteria.
- Submission of relevant profiles with concise screening notes.
- Interview scheduling, candidate confirmation and status follow-up.
- Offer, joining and billing confirmation support.

Commercial Summary

Term	Agreed Position
Professional Fee	[__% of annual fixed CTC / INR __ per successful joining]
Applicable Taxes	[GST / other applicable taxes extra, where chargeable]
Invoice Trigger	[Joining date / retention milestone / written confirmation]
Payment Period	[15 / 30] calendar days from valid invoice
Replacement Window	[30 / 45 / 60 / 90] days, subject to agreed exclusions
Candidate Ownership	[__] months from first valid timestamped submission
Proposal Validity	[__] days from proposal date

This proposal is a commercial summary. The final relationship should be governed by a signed Recruitment Service Agreement or Partner Agreement, applicable SOW and approved commercial confirmation.

Mandate Activation Checklist

Use before the first profile is sourced or submitted.

Check	Required Information	Status
☐	Legal / billing entity and authorized SPOC	[Pending / Complete]
☐	Role title, location, work model and openings	[Pending / Complete]
☐	Approved JD and must-have criteria	[Pending / Complete]
☐	Compensation range and approved exceptions	[Pending / Complete]
☐	Interview stages, panel availability and expected feedback time	[Pending / Complete]
☐	Joining timeline, notice-period preference and documentation	[Pending / Complete]
☐	Fee, taxes, invoice trigger and payment period	[Pending / Complete]
☐	Ownership, duplicate-profile and replacement rules	[Pending / Complete]
☐	Candidate data use and confidentiality expectations	[Pending / Complete]
☐	Written approval to activate sourcing	[Pending / Complete]

READY TO ACTIVATE

TalentArc starts delivery after the checklist is complete and written approval is received from an authorized client or partner representative.

CONTACT

Let's Build Your Next Winning Team

Hiring and partnership enquiries: info.talentarchrsolutions@gmail.com | +91 7455059079

TalentArc HR Solutions | Recruitment Consultancy & HR Solutions Across India