

(1) TODO CHECKLIST

WELCOME LETTER TO THE CLIENT IN THE MARKET:

Dear Sharif Uddin,

1. We have uploaded your resume on:

Password for:

Monster.com :123456sum

Dice.com :123456sud

Careerbuilder.com :123456suC

Techfetch.com :123456sut

2. Here is your access information for above sites:

Your e-mail account: **sharifuddin.su08@gmail.com**

Password: **123456su**

NOTE: Please don't use any email address in your correspondence with then recruiters other than this one.

3. What would you do after having your resume posted to the Internet?

- Update your account at least twice a week

4. You will be getting phone calls and emails from recruiters. Please follow as detailed here:

- Attend the phone call.
- If you miss phone call or can't receive the call due to any reason, please return call as soon as possible.
- Say hello and other greeting words with a very nice professionalism.
- Show your interest positively and encourage them saying that:
 - You are available for interview whenever they want to set up.
 - If they ask you about your desired salary tell them, you will accept the current market salary standard and their company standard.
 - Finally, at the concluding point say, "It was nice talking to you. I will look forward to hearing from you soon".

5. PeopleNTech is always available to help you achieve the employment and be sustainable in the job. If you have any question, feel free to contact us.

• Mon – Fri 10:00 pm to 7:00 pm

6. Attend the Interview Training classes on every Sunday at 5:15 pm-07.15 pm and Thursday at 06.00pm-08.00pm.

(2) PERSON OF CONTACT INFORMATION AT PEOPLETECH:

Laila Jesmin

Cell: 347-657-3967

Email: laila@peopletech.com

Nessa Moriom

Cell: 301-284 8205

Email: Nessa@piit.us

Tasnim Suha

Cell: 571-279-9720

Email: tasnim@peopletech.com

Jereen Borsha

Cell: 703-844-3852

Email: borsha@piit.us

Meher Niger

Cell: 702-526-6268

Email: meher@piit.us

Niharika Goud

Cell: 806-470-3665

Email: niharika@piit.us

(3) NOTICE FOR EMPLOYMENT FORM

You will get many different types of FORMS to send back to them having duly filled out. Please don't fill out those forms on your own. Before you start filling out those FORMS, call us and let us do it professionally for you.

WARNING: Never fill out those FORMS by yourself and return to the sender. It is strongly advisable that you always forward those FORMS to:

Nessa Moriom
Cell: 301-284 8205
Email: Nessa@piit.us

Wait patiently until she gets back to you. She will go through those FORMS and explain you what would you need and how to fill out. With her guidance do fill out those FORMS and submit to your recruiters and HR accordingly.

Unnecessary Set Back: Some of our clients and consultants have committed such mistakes and lost their jobs. Please do not makeup anything by yourself in connection with your EMPLOYMENT.

Please follow these procedures following the exact steps. We are here for helping you out to the best of our ability. We just need your assistance and cooperation.
Please do not apply to any of the companies that are used in your resume.

(4)REFERENCE Policy and Procedure

The recruiters will ask you for Professional References during or after the interview.

Don't worry! Tell them that you will provide them with required number of references.

You should ask the recruiter for company name where you are trying to get in. If the recruiter doesn't want you to know the company name, you should politely tell that you want to make sure that other recruiter has not submitted your resume to the same company.

PLEASE FOLLOW THESE STEPS:

1. Contact PeopleNTech HRs.

Here are the steps to contact them:

- a. IM on Yahoo or Gmail
- b. Call phone
- c. Text on their cell phone
- d. Send email
2. Forward the email you receive from the recruiter.
3. Wait patiently for the references.

(PEOPLETECH HRs will get back to you as soon as they can).

WARNING: DO NOT use your friend as reference or do not use the same referees for different recruiters.

*****DO NOT** send references to the recruiter without PeopleNTech HR's approval.***

4. Then, you will receive your reference
5. Send email to your recruiter who asked for references using your own format.
(Write a short note or brief letter to the recruiter giving the reference information: Referee's Name, Position, Phone number and email address)
6. If for any reason, the reference were not provided by PeopleNTech HR, and you want to use your friends/known ones, then let the PeopleNTech be informed who are they you are going to use.

REMINDER: *BCC** the same email to PeopleNTech HRs***

7. The persons that will be your reference will have to respond to any phone call or email given by the recruiter.
8. Same procedures are to be followed for each and every reference request.
9. DO NOT call the reference (referees) that PeopleNTech HR gave you, at any time.

*****DO NOT** give out the same references for other companies that we gave you earlier.

Please follow this procedure in the exact order we have shown here in the WHAT TO DO steps. We extend our best efforts to help you out all the way. In turn, we expect you to stay patient with us in order to have your mission accomplished.

(5) Steps to Update Account

Here are the steps of how to update your account in Dice, Monster and CareerBuilder.
Update your accounts at least twice a week!!

For-> **DICE**

Type www.dice.com

Click on **my dice**

Type email address and password

Click on **log in**

After log in....

Click on your resume name (ex. **Software Test Engineer**) under **My Resume**

Click on "**Edit this Section**" on the right side under **Profile Name**

Don't change anything, click on **Save Profile Info.**

Now click on My Dice to return on Dice home page.

After that..... you'll see your resume has been updated.

It'll show you the current date.

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For-> **MONSTER**

Click on "**Sign In**" on the Monster page.

Type your email address and password.

Click on **Log in**

After log in , click on "**Software Test Engineer**" under "**My Profile**"

then click on **Update your resume visibility responses** under **Manage This Resume**

Don't change anything here and click on "**Save**"

Then again when you click on "**Software Test Engineer**" under "**My Profile**" it'll show you last updated time is current date.

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There is no need to update account in CareerBuilder, its automatic.

(6) Salary Negotiation

Tell the recruiter that you are making any rate between 45/hr to 50/hr and if they ask your desired salary tell them you are open with the current market rate so they will offer you the best.

1099:

The Company will pay you per hour basis and at the end of the year, you will pay all the taxes. But you can show expenses on your tax file, for example, your travel expenses, computer purchases etc.

W2 without benefits:

The Company will pay you per hour basis and the company will pay 50% of your Social Security, Medicare taxes. NO payment for federal holidays (10 days), vacation (2 to 3 weeks), sick leave, some medical benefits etc.

The difference between 1099 and W2 without benefits is approximately \$4. For example, if any company offers you \$40 on W2 without benefits and you want to choose to go with 1099, then ask \$4/hr more means ask for \$44/hr on 1099.

W2 with benefits (Permanent):

The Company will pay you per hour basis and the company will pay 50% of your Social Security, Medicare taxes. Also the company will pay the federal holidays (10 days), vacation (2 to 3 weeks), sick leave, some medical benefits etc. The difference between 1099 and W2 with benefits is approximately \$8. For example, if any company offers you \$40 on W2 with benefits and you want to choose to go with 1099, then ask \$8/hr more means ask for \$48/hr on 1099.

C2C:

If you want to work through PeopleNTech, tell recruiter that you are a consultant of PeopleNTech and you want to go through PeopleNTech, then you do not need to pay the Job placement fee, if you work one year for PeopleNTech. If not one year, the Job placement fee will be charged as Pro-rated basis. For example, if you work 6 months for PeopleNTech, then you will be charged 50% of the Job placement fee.

(7) INTERVIEW

1. Sometimes Recruiters want you to meet them to check if you are the right person so that they can submit your resume to the client.

DO NOT miss out that opportunity, if you decline to meet the recruiter, they will not SUBMIT your resume and you will not be going to get the client interview.

2. If it is face-to-face interview, you need to dress properly (Suit, tie etc.)

3. If you are selected for client interview (phone screening or Face-to-face), contact with PeopleNTech HRs for tips, Please find their contact information below:

1. Sana Kauser

Cell: 718-775-3905

Email : sana@peopletech.com

2. Ekramul Karim

Cell : 567-281-9644

Email: ekramul@piit.us