

SHERMAN CONSULTING

HUMAN RESOURCE RECRUITMENT PROPOSAL

Sherman Consulting, LLC is a full service administrative and support consulting firm that specializes in foreign labor human resource management. Unlike other firms offering the same type of services, Sherman Consulting integrates risk management capabilities coupled with our manpower service guarantee in order to provide clients with the best labor force available with the lowest risk of potential liability. Included herein is a breakdown of Sherman Consulting's different types of human resource recruitment services, a breakdown of actual costs involved in the recruitment process and a flow chart of the steps necessary to process foreign labor on Guam. In order to highlight our preferred service, below is a brief description of our "**Premium Recruitment Service**" we propose as a solution to your foreign labor human resource need.

Preparation of Requirements for Guam Department of Labor Processing

Prior to submission of an application to the Guam Department of Labor for the request to hire foreign labor, several steps must be taken in which Sherman Consulting will manage and prepare on behalf of the client.

- Assisting the client identify the appropriate job title for the workers needed (*prevailing wage implications*)
- Assisting the client verify job descriptions and job requirements
- Identifying the appropriate prevailing wage for the category
- Assisting the client identify from which country of origin labor should be sourced from
- Assisting the client in identifying the number of workers necessary for the job
- Placement of 3 "help wanted" ads to establish local demand for the positions
- Interview and suggest local bonding companies for the performance, payment and repatriation bonds
- Assisting the client identify a government approved housing facility for the workers
- Collection of necessary corporate documents for submittal to the Guam Department of Labor:
 - *Copy of company's current business license*
 - *Copy of Articles of Incorporation or Partnership Agreement*
 - *Copy of current "audited" Financial Statements or most current Corporate Income Tax return*
 - *Copy of company's Worker's Compensation Policy/Coverage*
 - *Copy of Bonding documents (performance, payment and repatriation)*
 - *Preparation of brief summary on why the foreign labor is necessary*
 - *Sketch of Business location*
 - *Sketch of labor housing location*
 - *Listing of Job Categories and country of origin for workers*
 - *Identification of Company signatory and representative to Guam Department of Labor*

Recruitment Process Tracking

Sherman Consulting offers a proprietary recruitment tracking system, where clients can log into a database system which tracks the processing steps of their recruits. The database system lists each recruit by name and the current step of the recruitment process that particular recruit is in. Days in each recruitment step are tracked and updates are provided to the client with an estimated number of days required to complete each step.

Delays in any particular step are noted to the system with a notation of why the delay occurred and what the new estimated date of completion for the step would be. The system keeps track of the total estimated days necessary for the completion of all processing steps and can either add or subtract days to the total estimation based on any delays or early processing. This is a vital tool, based on real time information, which allows our clients to accurately plan projects around the estimated arrival of their recruits.

Final Review and Submission of Documents to Guam Department of Labor

Sherman Consulting will obtain all Government of Guam clearances on behalf of the client, prepare the required forms, obtain the employer's signatures and then file the application with the Guam Department of Labor. Our firm will also run job market testing (required 30 day local testing) and advertisements via 3 business day ads. Sherman Consulting will also conduct interviews on behalf of the client, collate the responses received and then report the results and provide a copy of the ads published to the Guam Department of Labor. Our firm will then monitor the processing of our client's application and seek expedited certification from the Governor.

Filing of Foreign Labor Application with US Citizenship & Immigration Services

Sherman Consulting will obtain all USCIS clearances on behalf of the client, prepare the required forms, obtain the employer's signatures and then file the application with the USCIS. Our firm will then monitor the processing of our client's application and seek expedited processing if requested by the client.

Philippines Human Resource Vetting and Government Processing

Sherman Consulting has several agreements with manpower agencies based in the Philippines in which experienced and knowledgeable labor can be sourced. In fact, many of our partners are accredited by the NCCER (National Center for Construction Education and Research at the University of Florida) which can reduce our labor search to only those applicants who have been certified in the basic understanding of standardized US construction work. Our team in the Philippines will conduct the following steps on behalf of our client to secure only the top tier level of suitable applicants:

- Sourcing and Advertising for the position in order to create a data base pool of qualified applicants
- Pre-screening and verification of employment experience
- Initial Interview process conducted by experienced recruitment engineers related to the field
- Arrangement and management of safety training (OSHA), language (*English & Construction Language proficiency*), personality and medical exams as well as arranging actual trades tests of the final pool of applicants
- Categorization of applicants by rating and submission of final pool of applicants to client for final interview
- Arrangement and scheduling of web based interviews between client and final pool of applicants
- Arrangement of extended medical and drug testing for final applicant pool
- Extended background checks (by village of origin) of applicants that are selected by the client
- Processing Philippine National Government required documents for final selection of applicants on behalf of client
 - Processing of original special power of attorney
 - Processing of recruitment agreement
 - Submitting manpower request form to Philippine Government
 - Filing of Contingency Repatriation Plan
 - Filing of Employment Contracts

- Passport processing for the applicants
- National Bureau of Investigation (NBI) filing
- Medical clearance filing
- Processing of Exit and Entry Visas
- Preparation of bio-data, copy of passport, employment certifications, training certificates and employment contract for submission to the Governor's Office for certification and I-129H Petition with USCIS
- Arrangement of Pre-Departure orientation Seminar for selected applicants
 - Language skills (English & Construction Language Skills)
 - Guam culture, customs and local laws
 - Guam Department of Labor Laws (housing)
 - OSHA briefing and NAVFAC safety requirements
 - Terrorism Awareness Training
 - Client company orientation or other briefing selected by the client
- Airfare and ticketing arrangements to Guam

Applying for Visa with US Consul's Office

Sherman Consulting will obtain all Consul clearances on behalf of the client's employee, prepare the required forms, obtain the employee's and employer's signatures and then file the application with the US Consul Office. Our firm will then monitor the processing of the visa application and notify our office in the Philippines to arrange the travel to Guam.

Guam Department of Labor Worker Registration

The Guam Department of Labor requires all foreign labor to register with their department within 24 hours of arrival to Guam. Sherman Consulting will prepare the required forms and accompany the worker to the Guam Department of Labor in order to give notice of arrival and apply for the required Guam Worker's ID Card.

Human Resource Crisis Management

Unlike other human resource providers, Sherman Consulting offers extended services, which includes post arrival crisis management. Our firm will assist our client in the management of unexpected severe injuries of employees as well as management of local legal problems caused by employees recruited by our agency. In both instances, Sherman Consulting will assist the client in repatriating employees back to the Philippines and will coordinate the immediate replacement of the employee with a new one.

Sherman Consulting Guarantee

Sherman Consulting is the only human resource and manpower firm that guarantees the placement of our candidates with companies backed by a money back guarantee. Should there be an issue where our candidates not perform to expectations, should our candidates have criminal problems on Guam, should they have a pre-existing illness which prevents work or should our candidates lack the knowledge base to perform his duties, Sherman Consulting will replace the candidate with a new candidate at no charge to our client.

PRICE*

Sherman Consulting offers a wide range of pricing suites for our clients. Pricing is negotiable for a placement of 50 or more workers. Below is a quotation and description of our Premium, Basic and Standard Recruitment Services:

Premium Recruitment Service: *\$6,000 flat rate fee per recruit**

Premium service covers all facets of recruitment on behalf of our client. Processing and payments for all paperwork required to be filed in Guam, the Philippines and with the USCIS would be the responsibility of Sherman Consulting. The client would not pay any other cost related to the recruitment process – only the one time fee per recruit. Premium Recruitment Services also include the following additional services at no cost to the client:

- 24hr access to Sherman’s Recruitment Tracking database where clients can track the processing steps of the recruitment process
- Labor pool management which limits searches to recruits who have had prior military project experience and/or security clearances
- Extensive Background and Security Checks at the Village level in the Philippines
- Extensive medical and psychological exams that focus on illnesses and psychological profiles that are not required by the Government but are common issues on Guam
- Extensive English skills training which includes basic and construction lingo based language training
- Pre-deployment Safety Training courses for recruits which include OSHA, NAVFAC, Terrorism Awareness and Client required safety trainings
- Pre-deployment skills testing and verification of trades knowledge of each recruit utilizing private and TESDA approved testing facilities
- Pre-deployment NCCER training (National Center for Construction Education & Research – University of FL)
- One hosted Job Fair held in Manila on behalf of the client in order to gauge common trades and language skills available in the Philippine labor market. Client would also be given the opportunity to make a public presentation in regards to company history, safety and work requirements as well as meet with our recruitment team on the ground and members of the Philippine Government. All costs of event to be covered by Sherman Consulting excluding hotel and airfare costs to Manila by the client.
- For Professional recruits (Engineers, etc), assistance offered to recruit in order to process PEALS licensure requirements on Guam prior to arrival on Guam

- Payment and arrangements of locally required advertising for the labor positions
- Payment and booking of roundtrip airfare from the Philippines to Guam (Sherman pays the airline ticket charges for all recruits)
- Provide for Guam airport pickup and transfer to workforce housing
- Assisting client and recruit in processing Guam Foreign Labor arrival requirements (within 24hrs) such as the payment and processing of the DOL ID Card Registration Fee of (\$1,091 per recruit– Sherman pays this fee)
- Sherman pays for and processes the Wage Bond and the Repatriation Bond (*Collateral required for Wage Bond will be responsibility of client*)
- Welcome to Guam Debriefing and Training for Guam Native Customs (Things to do & Not to do)
- Crisis Management offered in instances where recruits have issues related to criminal activity on Guam, severe illness and death while on Guam.
- Sherman Consulting will replace any recruit at our cost due to fraud, pre-existing medical conditions, criminal activity on Guam or inefficient skill levels

- Basic Recruitment Service: *4% of the Annual Salary advertized for the position**
Basic service covers cost of recruitment in Philippines and processing of paperwork in Philippines only. Client is responsible for all processing of paperwork on Guam and all direct costs related to the processing costs with the Governments of the United States and Guam. Roundtrip airfare and guaranteed replacement of recruits is not offered with this service. Basic Recruitment Services include the following:
- All recruitment costs to Philippine manpower agencies will be paid by Sherman
 - All POEA fees will be paid by Sherman
 - All OWWA fees will be paid by Sherman
 - Life Insurance for recruits will be paid by Sherman
 - US Embassy Visa fees will be paid by Sherman
 - Scheduling and providing Basic Medical Checkup of Recruits
 - Scheduling and providing Basic Safety Training for Recruits
 - Scheduling and providing Basic Security Training for Recruits
 - Scheduling and providing Basic Anti-Terrorism Training for Recruits
 - Scheduling and providing TESDA (Technical Education Skills Development Authority) verification tests of recruits for all skills

Standard Recruitment Service: *8% of the Annual Salary advertized for the position**
Standard service covers cost of recruitment in Philippines, Guam and the United States (USCIS). Client is responsible for processing and payment of Guam DOL ID Card Registration Fee, Wage Bond, Repatriation Bond and the Roundtrip Airline Ticket. Guaranteed replacement of recruits is not offered with this service. Standard Recruitment Services include the following:

- All recruitment costs to Philippine manpower agencies will be paid by Sherman
- All POEA fees will be paid by Sherman
- All OWWA fees will be paid by Sherman
- Life Insurance for recruits will be paid by Sherman
- All US Customs and Immigration Service processing and payments will be made by Sherman
- US Embassy Visa processing and payments will be made by Sherman
- Scheduling and providing Basic Medical Checkup of Recruits
- Scheduling and providing Basic Safety Training for Recruits
- Scheduling and providing Basic Security Training for Recruits
- Scheduling and providing Basic Anti-Terrorism Training for Recruits
- Scheduling and providing TESDA (Technical Education Skills Development Authority) verification tests of recruits for all skills
- Routing and Processing of all Guam DOL and USCIS documents (DOL, Gov of Guam, DPHH, GES, ALPCD, USCIS etc)
- Arranging and payment of Guam DOL mandated local advertising for labor positions
- All copying, notary and mailing expenses paid for by Sherman

SUMMARY

Sherman Consulting has over 15 years experience in foreign human resource recruitment. What makes us unique from other recruitment agencies is that we have had direct experience in placing foreign labor as well as utilizing foreign labor in our sister companies. Therefore, we understand the risks involved in recruiting labor from foreign countries and have constructed a tested recruitment process which mitigates those risk factors. This is why we are the only human resource placement firm that guarantees our workers through our Premium Recruitment Service offering. In addition, we are one of the only recruitment firms that have established offices in Guam, Saipan, Tinian and Manila. This means, that even after the recruitment process is accomplished, Sherman Consulting remains to service our client when issues arise with our recruits.

BREAKDOWN OF RECRUITMENT COSTS

DIRECT COSTS PAID TO GOVERNMENT (\$3,506*)

Guam	
ID Card Registration Fee	\$1091.00
Wage Bond (<i>collateral required</i>)	4% of salary(\$1500)
Repatriation Bond	Airline Ticket(\$50)
US Customs and Immigration Service	
Filing Fee to USCIS	\$320.00
Fraud Prevention Fee to USCIS	\$150.00
Expedited USCIS Processing Fee (Optional)	\$1,000.00*
US Embassy Manila-US Visa Issuance Fee	\$150.00
Philippines	
POEA Processing Fee	\$100.00
OWWA Membership Fee	\$25.00
OWWA Medicare	\$20.00
Mandatory Life and Liability Insurance	\$100.00

RECRUITMENT SERVICE FEES

Philippine Recruitment Services	
Recruitment & Processing Fees	\$800.00
Guam Recruitment Processing Services	\$700.00

INDIRECT COSTS

Mandatory Guam Labor Advertising	\$300.00
Roundtrip Airline Ticket (Manila/Guam/Manila)	\$650.00
Copying & Notary	\$50.00
Mailing (Express Mail to USCIS)	\$45.00

THE H-2B PROCESS FOR GUAM

Flow Chart

