



MDC **eMPLEOS**®

Total solutions in
human resources
management



 MDC®

grupomdc.com



About Us

We are a world-class Mexican company, founded in 1979, experts in management of human capital.

ISO 9001 certified and adhered to the laws and regulations applicable to our business, we are members of AMECH (Mexican Association of Human Capital Companies), AMEDIRH (Mexican Association in Human Resources Management) and CIETT (International Confederation of Private Employment Services), among other associations and chambers.

With more than 36 years in the market, we have recruited, managed and trained thousands of professionals in Mexico and Latin America and have been a factor of change in the implementation of improvements in hundreds of organizations.

Our Mission

To encourage people and companies to achieve their goals with integrated solutions and passionate experts in human capital

Our Quality Policy

It is our policy to fully satisfy the needs of our customers, avoiding confusion and waste and applying the ability and creativity of our team, with a philosophy of **continuous improvement as a lifestyle**.

Commitment to Our Customers

To facilitate management processes and human capital management, maintaining employment stability and providing **high-quality services** with honesty, discretion, and efficiency.



Staffing

When hiring our *Staffing Services* you will have the guarantee and security to be working with experts in **personnel management**. We manage the personnel that your organization might need to cover on a **temporary or permanent** basis for the following situations:

Limited Personnel

In case the company requires **additional personnel** for developing projects.

Projects

To have enough temporary personnel for **special projects**.

Production Peaks

Additional personnel to cover requirements **during periods** of excessive work load.

Personnel on Probationary Period

We place personnel on a probationary period to guarantee that **adequate people** are hired for the clients' operations.

Permanent Personnel

We replace the administrative burden of permanent staff to **focus your efforts** on the core business of your company.

Our Clients

- Maintain most of their collaborators.
- Have significant savings in labor settlements, severance and demands as we overtake legal responsibility of the administered personnel.
- Be protected in their labor rights because all our processes related to the managed personnel adhere to current laws.

Benefits

- Reduction in operations' direct costs
- 100% Tax Deduction
- Payroll management according to your policies: weekly, quarterly or monthly
- We give to each outsourcing employee four hours of training every six months or a yearly course from our open courses program
- Life Insurance for staffing employees
- To count on a Inplant per every 100 staffing employees in the work place



Staffing

Added Value

- We have facilities and inplant in our clients' premises which guarantee immediate attention and solutions to your needs.
- We adapt our services to the conditions and needs of your company, taking care of your requirements efficiently and effectively.
- We have a team of highly qualified specialists and the required technology to meet your expectations.
- Our company tightly adheres to legal dispositions related to our activity, always complying with them in a proper and timely manner; if needed, we promptly inform our clients to comply with said obligations.
- We give to outsourced employee eight hours of training per semester or an annual training of our program of open courses.
- Life insurance for outsourced personeel.
- Inplant in the workplace for every 100 outsourced employees.

Advantages of Our Services

- The labor relation is established only between MDC Empleos and the employees; therefore, the client company is relieved from all kind of labor conflicts.
- The labor liability completely belongs to MDC Empleos, relieving our clients from all the liabilities coming from hiring personnel. For example: seniority and related liabilities.
- All employer liabilities are taken by MDC Empleos, leaving the client company safe from these liabilities and from their administrative process.
- The payroll of the personnel hired by MDC Empleos is prepared in a proper and timely manner in order to ease the Human Resources management.
- Installation of biometric clocks in the facilities of the company where services are being rendered to guarantee adherence to payroll incidents.
- We provide induction training to all employees in order to clarify their hiring status, to give orientation and to provide efficient coverage for their labor needs.
- Issuance of credential for all workers to guarantee and to ease the identification of each employee.



Payrolling

We process your payroll and punctually issue required reports to comply with legal, labor and tax liabilities.

With our payroll administration service you will have no **need to worry about analysis**, benefits and salary payments, **retentions**, software purchasing and updating, hardware, data security, updating of labor laws, social security and costs of personnel to be assigned to prepare the **payroll within your company**.

We take care of the complete process of paying your employees and of contacting diverse government offices in relation to your payroll.

- Paperwork and registration of workers in the IMSS.
- Capture, processing and payroll.
- Generation of receipts and file for payroll transfer.
- Calculation of settlements.
- Generating reports of employer obligations.
- Calculation of duties and taxes of the company (IMSS, INFONAVIT, state and federal taxes).
- Dismissal of staff.



Head Hunting

This service is offered responding to your needs of candidates for strategic positions. We have a Headhunting service that guarantees confidentiality and effectiveness in recruiting for executive positions.

With a wide database of executives and national and international partnerships with headhunters as well as a methodology that **guarantees the recruitment result**, we offer an effective response to locating candidates with specific experience and skills required.

Advantages

- Confidentiality and transparency in the process
- Methodology that ensures the correct selection
- Rigorous evaluations of candidates
- Warranty replacement

Recruitment and Staff Selection

We provide our team of specialists in recruitment to help you identify the ideal candidate that meets your organization profiles, facilitating recruitment and avoiding staff turnover.

We have the experience and the market knowledge needed to identify, through effective and reliable sources, **candidates who meet the required profiles** in a timely manner, individually or in groups, for temporary or permanent positions.



Advantages we offer in the recruitment and staff selection processes:

- **We assess candidates with experts in the field**
- We conduct in-depth interviews based on abilities
- **We present a list of finalists for easy selection**
- The candidates presented are previously evaluated
- **We provide replacement warranty**
- We cover vacancies across the country
- **We optimize hiring costs**
- We reduce staff turnover
- **We optimize the time in the process of recruitment and staff selection**



Assessment Center

We assess job skills with a comprehensive evaluation system which through simulations indicates whether the person assessed has the profile or skills required to successfully cover a job, be promoted, participate in temporary projects or assign new responsibilities. In addition, a TND (Training Needs Detection) of the participant based on the profile of the required position is obtained.

The Assessment Center includes:

- Definition of the abilities to assess based on the profile
- Psychometric evaluation
- Design and implementation of the exercise by the expert evaluators
- Results Report
- Personalized feedback to the candidate
- Training plan according to the required profile



Evaluation of Human Talent

We give support in the decision making process for the selection or promotion of the ideal candidate for vacant or newly created positions, lateral movements, and special projects.

With the support of psychometric, skills and technical tests based on abilities of the job profile, we assess the talent and potential of candidates or employees and deliver a personal, clear and easy to understand report.





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