

# NEWMAN

## PERSONNEL AGENCY

Supplying employees for engineering, automotive and other industries for over 7 years.



**NEWMAN Personnel Agency Slovakia, s.r.o.**  
Žilinská 7028/1,  
811 05 Bratislava



If you need workers quickly, we immediately go through **our database** or **start recruiting new people**. You can get the workforce within days.



**A large internal database**

**15 000+**

job applicants in the database

**300+**

**screened difficult** job applicants on a blacklist.



We provide **agency employment** but also interim management or consulting.

# NEWMAN

PERSONNEL AGENCY



Our processes are **automatized** (according to ISO 9001 and IS GURU), and all our clients have access to the **online portal GURU**, where they find all documents to their contract.



Our **liability insurance** for damage caused is 500 000 EUR.



Our services are legally compliant, easy to understand, and we hold **ISO 9001 certification of quality management**.

# We work for companies from various industries

- Our services use large companies from the **engineering, automotive, electrical** and **food industries** in Czechia and Slovakia. We provide some workers also to Germany, Austria and Lichtenstein.
- Our personnel agency is based in Czechia and Slovakia, where most job applicants are from. In **cooperation with agencies abroad**, we provide workers from Poland, Hungary, Romania and Bulgaria.



# Our services: what we help companies with

1. agency employment
2. permanent staff
3. interim management
4. external HR services
5. consulting, HR and legal audit



# 1 Agency employment



**Agency workers save your company time, money and increase flexibility.** When the business keeps growing, you hire them, and once you experience a sudden decline, you easily lay off workers.

## This is how it works:

1. First, you call us – even on the weekend.
2. We find **suitable workers** in our database or by recruitment. If necessary, we provide them with transportation and accommodation.
3. Don't worry about the language barrier. **We provide a translator** if we supply workers from abroad (e.g. Hungary, Poland, Ukraine).
4. We take care of the workers and **our turnover is low**.
5. **We arrange all documents** so they are legally correct and easy to understand.



# 1 Agency employment examples

**A factory in the automotive sector** had production and needed to respond quickly. They called us and told us how many and what kind of workers they require.

**Solution:** We searched our database, advertised the jobs and found workers within 10 days. Once the factory experiences a decline in production, they can easily let workers go with no extra charge.

**A call centre** had a lot of employees but was burdened with a high employee turnover rate and time-consuming payroll agenda.

**Solution:** So that the company didn't have to deal with so much administrative, we took over all new employees under our agency – if they proved to work well over time, the call centre 'took them over' from us as their permanent staff.



## 2 Permanent staff



**We will find you an employee with a specific skill set, a manager, technician or workman.** If they do not prove themselves well during the trial period, we will get a replacement – for no additional charge.

**Example:** A company unsuccessfully searched for a technician for 1 year. Job adverts were not helping, and when somebody applied, they lacked the necessary qualifications. So they called us.

**Solution:** We went through our database, used targeted marketing, interviewed the candidates, unfiltered unsuitable ones and finally found a perfect match. **The company got the employee they wanted within 1 month.**



# 3 Interim management



**Do you need a qualified employee just for a couple of months?** We will secure an experienced production, HR or quality manager who will quickly catch up, bring their know-how and move the company forward.

**1. Example:** The company was given a task by its foreign headquarters to expand the production—and quickly find a manager who sets and debugs processes and has plenty of experience.

**Solution:** They approached us, we chose a person from our database, and he took up the vacancy within 14 days from the first meeting.

**2. Example:** An HR manager left the company, and the management needed to find a replacement to lead the junior HR team.

**Solution:** Within a week, we delivered an experienced HR manager who quickly settled in and moved urgent tasks forward – until the company found a full-time employee.





# 4 External HR services

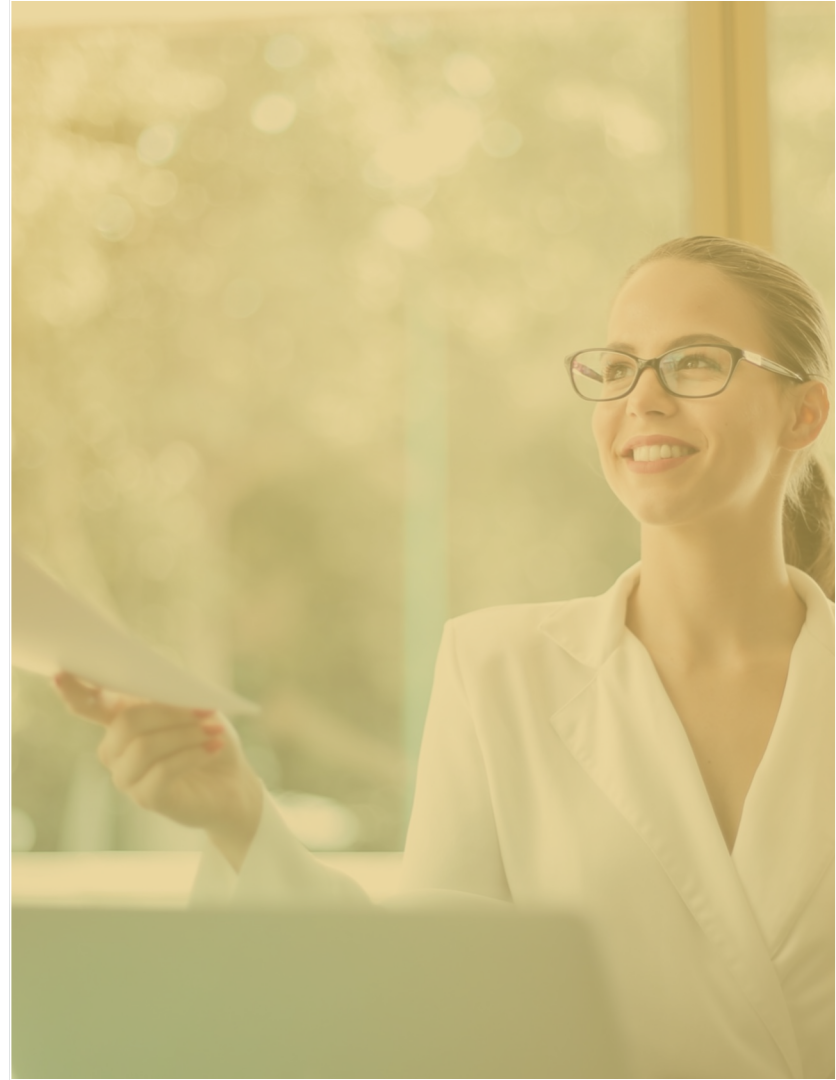
✓ Do you have no time for a widespread recruiting or labour legislation agenda?

## We provide

- **services based on your choice** – from HR marketing to payment of wages,
- **support tailored to your needs**, for example, 1 part-time person or 3 people working given hours a month,
- if interested, we can **share our know-how** so that you can operate the service yourself within time.

**Example:** A company in the electrical industry needed help recruiting new employees.

**Solution:** First, we discussed the plan and then 'loaned' them 2 experienced recruiters for 20 hours a month. They sorted candidates by CVs, scheduled and conducted interviews, and saw the entire process through to signing contracts with suitable candidates.



# 5 Consulting, personal and legal audit



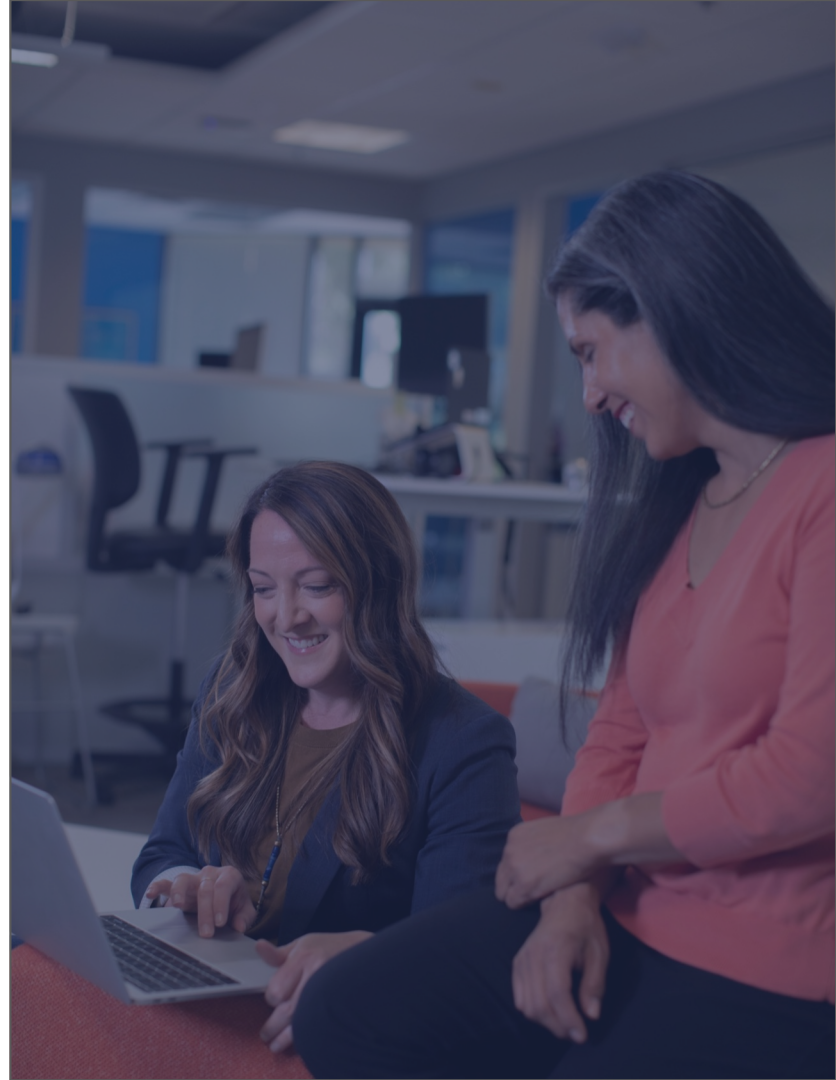
**Do you need advice on reducing the turnover rate or setting documents correctly?** We will map and improve your processes.

## ✓ **Audit for lowering high employee turnover**

We will review your recruitment process and working conditions, interview employees and evaluate - all in the context of your location. We will advise you on reducing the turnover rate, and our quality manager will suggest technical solutions to change work practices.

## ✓ **Audit of the compensation package**

We will map your employees' compensation package, compare it with your competitors, give you an overview of how you are doing with salaries, benefits, and bonuses, and give you suggestions for adjusting salary conditions.



# 5 Consulting, personal and legal audit

## ✓ **Audit of contracts and legal documents**

Our HR specialists and attorneys will go through your employment documents, point out risk areas and give you tips on what to improve – or even edit the documents or prepare new templates.

## ✓ **Therapeutic assessment of job applicants**

You will first clarify the requirements for the new employee with our psychologist. They will conduct a personal interview and a set of tests with the candidate and assess whether the candidate is suitable for the role.

## ✓ **Audit of all your personnel agencies and cooperation management**

We will examine your collaboration with other recruitment agencies and recommend how to set up your processes optimally. We can work for you as a cooperation coordinator with all recruitment agencies. We will take over the schedule and ensure that procedures are according to the law and that there are no legal risks. You will only have one project manager for all agencies.



# Our clients



**NEWMAN**  
AUTOMOTIVE INDUSTRY



# So, what can we help you with?

Get in touch, and we'll get moving.

[www.newman-pa.com](http://www.newman-pa.com)

NEWMAN Sales team  
+420 739 094 404  
+421 949 478 783  
sales@newman-pa.com

NEWMAN Personnel Agency, s.r.o.  
Mařákova 263/3  
160 00 Praha 6  
IČO: 04397550, DIČ: CZ04397550

NEWMAN Personnel Agency Slovakia, s.r.o.  
Žilinská 1  
811 05 Bratislava - Staré Mesto  
IČO: 52083268, DIČ: 2120892620