

🔔 **TO ALL NEW MEMBERS, OLD FLOATERS & ENTHUSIASM-CHALLENGED HUMANS** 🔔
(“We are not trying to be rude — just raising the bar of professionalism.”)

Welcome to **BusinessSHR** — where we work with professionals, not part-time hobbyists, passive observers, or people who think joining a group is the same as contributing.

Here’s a friendly heads-up:

If you've joined just to **exist in the background**, reply to nothing, take part in nothing, and pretend this group is your personal Netflix subscription — **you’re in the wrong place.**

- 🚫 **No response for 3 days** after onboarding?
- 🔪 You’ll be **removed quietly** — no warnings, no goodbyes, no “what happened?” texts.
- 💸 And yes, all **future incentives will vanish like your interest.**

If you’re here for **fun, group-hopping**, or just love the feeling of unread messages piling up — please do us all a favor:

- 👤 Politely message your **Mentor** and exit the group like a dignified ghost.

This group is for people who:

- ✅ Respond.
- ✅ Engage.
- ✅ Actually want to grow and earn.

We don’t have the luxury to **motivate the unmotivated** or **entertain silent spectators.**

No drama. No chase. Just clarity.

If you’re serious — welcome aboard.

If not — **We still wish you well**, just from outside this group.

– **Team BusinessSHR**

Remote Recruiter Policy wef 1st April 2025

1. Purpose: This policy outlines the terms and conditions for three categories of remote recruiters working with BusinesSHR, including Full Time, Part Time, and Flexi positions. Each category comes with specific expectations regarding work hours, productivity, joining requirements, and eligibility for fixed pay or incentives. The goal of this policy is to ensure clarity regarding compensation and productivity expectations for all recruiters, while maintaining flexibility and efficiency within the company's operations.

2. Categories of Remote Recruiters:

2.1. Remote Recruiter - Full Time

- **Eligibility for Fixed Pay:** A Remote Recruiter working full-time will be eligible for a fixed monthly salary of **₹10,000**.
- **Work Hours:** Full-Time Recruiters must work a minimum of **6 hours daily** as per Handdy application's productivity tracking system. This results in a **minimum of 130 hours per month**.
- **Joining Requirement:** The recruiter must successfully onboard a minimum of **3 candidates per month** to be eligible for the full-time fixed pay of ₹10,000.
- **ATS – BHR Applicant Tracking System :** The recruiter must source minimum 10 relevant candidates which should be updated in ATS. Quality will be verified for actual count as per Candidate Sourcing Sheet.

2.2. Remote Recruiter - Part Time

- **Eligibility for Fixed Pay:** A Remote Recruiter working part-time will be eligible for a fixed monthly salary of **₹5,000**.
- **Work Hours:** Part-Time Recruiters must work a minimum of **4 hours daily** as per Handdy application's productivity tracking system. This results in a minimum of 80 hours per month.
- **Joining Requirement:** The recruiter must successfully onboard a minimum of **2 candidates per month** to be eligible for the part-time fixed pay of ₹5,000.
- **ATS – BHR Applicant Tracking System :** The recruiter must source minimum 5 relevant candidates which should be updated in ATS. Quality will be verified for actual count as per Candidate Sourcing Sheet.

2.3. Remote Recruiter - Flexi

- **Eligibility for Incentives:** Remote Recruiters under the Flexi category are **not eligible** for any fixed monthly salary.
- **Work Hours:** Flexi Recruiters must work a minimum of **45 hours per month** as tracked by Handdy application's productivity system & 2 submission daily or minimum 8 submission within 6 working days.
- **Joining Requirement:** The recruiter must successfully onboard a minimum of **1 candidate per month** or source minimum 8 profile every week and 30 profiles monthly to be eligible for incentives, as per the company's incentive policy.

- **Incentive Structure:** Incentive payout will depend on the number of joinings and the applicable incentive scheme for Flexi recruiters, as outlined in the incentive policy.
- **Important Notes:**
 - Flexi recruiters are encouraged to work flexible hours, as long as the monthly target of 45 hours is met.
 - Performance will be monitored through Handdy application's productivity tracker, and incentives will be paid accordingly.
 - Failure to meet the minimum number of joinings may result in ineligibility for the fixed salary or upto 50% of fixed salary/incentive as per the discretion of reporting head.

3. General Conditions for All Recruiter Categories:

- **Productivity Tracking:** All remote recruiters will have their working hours tracked through the Handdy application. The total number of productive hours worked each month will be monitored to ensure that minimum hours and requirements are met.
- **Joining Definition:** A "joining" refers to the successful placement of a candidate and joining the client company.
- **Payments and Deadlines:** Payments for all recruiter categories will be processed at the end of the month based on the achievement of required work hours and joinings. Payments will be issued as per the incentive policy
- **Non-Eligibility for Fixed Pay:** If the recruiter fails to meet the minimum joining or productivity requirements for their category, they will not be eligible for fixed pay or incentives for that month.
- **Performance Review:** Regular performance reviews will be conducted to assess the recruiter's productivity, quality of joinings, and adherence to work hours. Continuous underperformance may result in the review of the recruiter's position and future opportunities.

4. Termination or Disqualification: Recruiters may be disqualified from receiving fixed pay or incentives under the following circumstances:

- Failure to meet the minimum joining or productivity requirements for two consecutive weeks.
- Violating company policies, including those related to confidentiality, code of conduct, or ethics.
- Persistent failure to meet the required performance standards after multiple reviews and warnings.

5. Conclusion: This policy is designed to ensure clarity and transparency for remote recruiters. The company values the contribution of all recruiters and strives to maintain a flexible yet productive working environment that rewards consistent performance. By adhering to this policy, recruiters can ensure their eligibility for compensation, whether in the form of a fixed monthly salary or performance-based incentives.

Incentive Plan – wef 1st Oct 2024 – Remote Team Only

Silver : With 1 Joining

Gold : With 2 or More Joining within Same Month

Platinum : More then 3 Joining within Same Month

Remote Incentive Plan wef 1st Oct 2024		Any Openings		
		Silver	Gold	Platanium
Freelance Recruiter (Self)	Above 3 Lac - Below 5 Lac	₹ 1,500	₹ 2,000	₹ 2,500
	500001 - 100000	₹ 4,500	₹ 5,000	₹ 5,500
	Above 10 Lac	₹ 10,000	₹ 10,500	₹ 11,000
Freelance TL	Each Position	₹ 1,000	₹ 2,000	₹ 3,000

All Payments to Remote Team self closure will be paid within 60 days* from payment received from Client

Only Joining numbers will be considered if closing – “Replacement Positions”

If he/she Freelance Recruiter is a TL, then the payment will be paid after the candidate completes his “free replacement period”

If Freelance TL is on Fixed Retainer Fee then Only Onsite Team Incentive will be considered for Self Closure

From Flexi Recruiter To Full Time Carrier Path

(As per Vacancy)

Stage A

FLEXI RECRUITERS – 2 Months – No Fix Salary



Stage B

**PART TIME RECRUITERS – 2 Months – Monthly 5,000/- +
Incentive**



Stage C
Stage C

FULL TIME – 3 Months & Eligible For Increments

FLEXI Recruiter

Key Responsibility Area

KRA 1 : To Ensure that 2 hrs monthly attendance as per “Handdy Application”

KRA 2 : Ensure 1 Joining's Every Month

Stage B

Recruiter – PART
TIME Key
Responsibility Area

KRA 1 : To Ensure that 4 hrs daily attendance as per “Handdy Application”

KRA 2 : Sourcing 5 Quality Profiles Daily for Open Positions & Updated in Applicant Tracking System(ATS)

KRA 3 : Ensure to Manage Minimum 2 Recruiters who are “Flexi”

KRA 4 : Ensure 2 Joining's Every Month

Stage C

Recruiter – FULL
TIME Key
Responsibility Area

KRA 1 : To Ensure that 6 hrs daily attendance as per “Handdy Application”

KRA 2 : Sourcing 10 Quality Profiles Daily for Open Positions & Updated in Applicant Tracking System(ATS)

KRA 3 : Ensure to Manage Minimum 4 Recruiters who are “Flexi”

KRA 4 : Ensure 3 Joining's Every Month

Remote Recruiter Declaration

I, the undersigned, hereby acknowledge and confirm that I have carefully read, understood, and agree to adhere to the terms and conditions outlined in the **Remote Recruiter Policy** and **Incentive Policy** of [Company Name].

By signing this declaration, I confirm the following:

1. **Understanding of the Policy:** I understand the specific requirements for my role, including the minimum working hours, the number of joinings required, and the eligibility criteria for fixed pay or incentives as per my designated recruiter category (Full-Time, Part-Time, or Flexi).
2. **Work Hours & Productivity Tracking:** I agree to use the **Handdy application** or any other designated tracking system for logging my work hours, and I understand that my productivity will be monitored to ensure I meet the minimum work-hour requirements for my role.
3. **Eligibility for Fixed Pay / Incentives:** I acknowledge that my eligibility for the fixed pay or incentives is contingent upon meeting the required number of joinings and work hours as outlined in the policy. I understand that failure to meet these targets may result in ineligibility for compensation or incentives.
4. **Payment Terms:** I understand that payments for my work, including any fixed salary or incentives, will be processed at the end of each month, subject to the completion of the necessary requirements.
5. **Non-Compliance Consequences:** I acknowledge that failure to comply with the terms and conditions of the policy may result in disqualification from receiving my fixed pay or incentives and may lead to further review of my continued engagement with [Company Name].
6. **Performance Monitoring:** I understand that my performance, including my hours worked and number of joinings, will be regularly monitored and assessed. I accept that this monitoring is essential for determining my eligibility for compensation.
7. **Incentive Structure for Flexi Role:** If I am assigned to the Flexi category, I understand that I will not be entitled to a fixed monthly salary and will only be eligible for incentives based on my performance, subject to the incentive policy guidelines.
8. **Termination or Disqualification:** I understand that consistent underperformance or violation of company policies may lead to termination or disqualification from my position as a recruiter, following the company's internal procedures.

By signing below, I acknowledge that I have been given ample opportunity to ask questions regarding the policies, and that I agree to abide by all the terms and conditions stated in the **Remote Recruiter Policy** and **Incentive Policy**.

Recruiter's Full Name: _____

Date: ____/____/____

Recruiter's Role (Full-Time/Part-Time/Flexi): _____

Team Leader Signature: _____

Date: ____/____/____

Head Remote Signature: _____

Recruiter's Signature: _____

BHR Director Signature: _____