



Solutions for growing your business

Human Resource Solutions specializes in providing the highest quality retained search services and human resource solutions for organizations across diverse industry groups. Our experience is the foundation that enables us to understand our client's requirements.

Human Resource Solutions Purpose is to work together with our clients, utilizing our collective experiences, to build a future that delivers the best business solutions to help organizations and people achieve their potential.

Human Resource Solutions Mission is to be recognized by our clients as a leader in retained search and innovative human resource solutions. As we work to achieve excellence in this mission, we have become a preferred source retained search services and human resource solutions for organizations. Our clients recognize we are the best in our business, a strategic business partner and exemplary service provider.

Human Resource Solutions Values

Our core values are our guiding principles – those things we will never compromise for financial gain or expediency.

We are here to serve our clients.

- Clients are the focus of everything we do.
- We start by understanding our client's business and their needs.
- We build long term relationships with our clients.

We are a TEAM.

- We work together to provide optimal results for our clients.
- We reward and encourage teamwork among our associates.
- We support and respect each other

We are committed to continuous improvement.

- Continuous improvement is essential to our success.
- We will continually improve all services and systems
- We always think creatively in search of the best solutions.

We pledge personal integrity, mutual trust and respect.

- We expect utmost integrity from each associate.
- We create trust with our statements and actions.
- We respect the needs of individuals.



EXECUTIVE SEARCH DIVISION

Human Resource Solutions Executive Search Division provides organizations across diverse industries with exemplary executive search and professional level search services. These services are offered on a retained basis. Our search consultants will work as partners understanding your organization and the specific position requirements to ensure successful completion of the assignment. The true value of our search process rests on our ability to identify, attract and assess the ideal candidates for your organization. We utilize our Human Resource Solutions Proprietary Interview Evaluation Program to assist in the evaluation of candidates. The successful candidate must not only possess the competencies required for the position, but he or she must be able to function successfully in the context of the company's corporate culture and management style.

EXECUTIVE SEARCH

Conducting retained executive searches begins with developing an effective search strategy based on the skills and experience required. We include assessing your organization's culture and the management styles. This approach allows us to determine what key competencies are required for success in the position. We will then develop a detailed position description and begin to search for candidates. Extensive interviewing will be conducted with viable candidates. Qualified candidates will be presented and we will assist with the formal offer to the successful candidate. We will continue with the process until the candidate has completed a smooth transition into your organization.

PROFESSIONAL LEVEL SEARCH

When conducting retained professional level search we pride ourselves on high performance and timely results. We conduct professional searches across all disciplines and are committed to locating the right candidate for our clients considering the position requirements and organizational culture. We identify candidates whose talents and style align with the goals of your organization. We do not stop at offer acceptance. We continue with the process until the candidate has completed a smooth transition to your organization.

Human Resource Solutions Executive Search Division provides significant value to its clients. Outstanding client references and repeat business are testimony to the quality of our work. Human Resource Solutions adheres to the highest standards of ethics and professionalism. Our goal is to maintain a long-term relationship with our clients.



SEARCH METHODOLOGY

Human Resource Solutions approach to sourcing the best candidates is a multi-tiered, project-oriented approach. We will network with professionals who are knowledgeable about prospective candidates who fit our client's requirements. We will also utilize our resume database in our networking effort. In addition we will direct source organizations that are likely to have individuals that fit our client's position requirements. We will also utilize our alliance partners and internet recruitment tools (databases, postings, professional societies, newsgroups, etc.) as appropriate. This effort will yield a significant number of prospects that will be narrowed down to the best candidates. We provide our clients a peace of mind by presenting only highly qualified and thoroughly vetted final candidates. In addition our clients love our value proposition which saves them time and money.

HUMAN RESOURCE SOLUTIONS SEARCH METHODOLOGY

Phase One: Develop an In-Depth Understanding of your Company

We will meet with the key executives to understand the history, structure, goals, culture and operations of your organization. It is also important to understand the personal characteristics of successful individuals in your organization and the management style of the hiring executive.

Phase Two: Develop Position Description

Develop a position description, if one does not exist, which details the title, responsibilities and experience required along with the total annual compensation plan target. Key competencies required for success in the position will be defined.

Phase Three: Develop a Search Strategy and Identify Qualified Candidates

A wide variety of search techniques will be utilized including, but not limited to networking referrals, cold calling competitors and similar companies, internet search tools, etc.

Phase Four: Interview Candidates and Present Final Candidates to Client

Extensive interviewing focusing on the key competencies required for the position will be conducted with viable candidates utilizing Human Resource Solutions Proprietary Interview Evaluation Program. Final candidates will be presented and we will assist with the formal offer to the successful candidate. Detailed reference checks will be performed on successful candidates. We will continue with the process until the candidate has completed a smooth transition into your organization.



CONSULTING DIVISION

Our Consulting Division works with our clients in a broad leadership advisory role providing human resources consulting. Many solutions require specialized technical expertise not available on an in-house basis. Our TEAM brings “talent on demand” to your organization. Utilizing our consulting division is a logical strategy when senior level human resource expertise is required. A partial list of the areas in which we provide consulting services is provided for your review. Please contact us to discuss your organization’s requirements.

SPECIALIZED SERVICES - PARTIAL LISTING

- Human Resource Policy and Procedure Development
- Retention Programs
- Compensation Plan Design and Communication
- Performance Management System Design
- Customized Salary Surveys
- Performing Job Analysis
- Benefit Plan Design and Communication
- Affirmative Action Plan Development
- Investigation of Sexual Harassment Charges
- Preparation of Responses to EEOC Charges
- Conducting Employee Opinion Surveys
- Telecommuting Program Design
- Work/Family Program Design
- Auditing the Human Resources Function
- Outplacement Services
- Executive and Emerging Leader Coaching
- Agreements of Termination and Release
- Employee Handbooks and Standards of Conduct
- Nondisclosure, Nonsolicitation and Assignment Agreements
- Employee Recognition and Idea Programs



CLIENTS

Human Resource Solutions has an extensive history of successful engagements including executive searches, professional searches and human resources consulting.

PARTIAL CLIENT LIST

Accusoft Pegasus	Jabil Circuit	Nortel
Apria Healthcare	Lennar Corporation	PCB Bancorp
Baxter	Moffitt Corporation	Play It Again Sports
GAF Corporation	Motorola	PricewaterhouseCoopers
Gerdau Ameristeel	MTS Medication Technologies	The Jacksonville Bank

WHAT OUR CLIENTS SAY

“Human Resource Solutions’ executive search process is extremely thorough and has identified the best candidates we have ever seen.”

*Mike Southward – Division President
Lennar Corporation*

“Human Resource Solutions allows for one stop shopping to meet all your human resource needs from executive search to retention. There is no need to look anywhere else!”

*JoAnn Wacker - Director, Human Resources
Baxter*

“A top notch organization whose quality search services consistently exceeds our expectations. We love their value proposition”

*David Ostroski – Market Director
Apria Healthcare*

“Human Resource Solutions has the ability to identify the key competencies required for positions, understand the culture and management styles, and vet candidates thoroughly.”

*Van Taylor –Executive Vice President
Gerdau Ameristeel*

“Human Resource Solutions possesses the knowledge and practical experience to help companies hire employees who will fit well in their organization. I engage their firm anytime I have a search requirement.

*Garry Gierlicz – Director, Human Resources
Martin County Florida*



BIOGRAPHY

Michael G. Capco is the Principal of Human Resource Solutions. Mr. Capco has 30 years of successful human resource management and search experience in diverse industries.

Prior to founding Human Resource Solutions, Mr. Capco was Vice President of Human Resources and Administration for Utility Partners for five years, headquartered in Tampa. He was responsible for leading a multi-location human resources function at the corporate level. Previously, Mr. Capco also served as Vice President of Human Resources for Goldome Bank and Arthur Rutenberg Homes. He also held the positions of Regional Director, Human Resources for Sallie Mae and Manager, Human Resources for AT&T Paradyne Corporation.



Mr. Capco's background includes in-depth involvement in the business planning process including designing and developing HR systems to align organizational capabilities with strategic goals. Specifically, Mr. Capco has had success developing and implementing effective selection and retention processes, which have positively impacted the bottom line. He has successfully implemented leadership development and succession planning programs as well as effective employee recognition and reward programs. Mr. Capco is effective at managing change and experienced in measuring employee satisfaction. His experience is extensive in all facets of human resources including Recruiting, Retention, Organizational Development, Compensation, Benefits, Training, Employee Relations, Affirmative Action, Human Resource Information Systems, Safety, Security and Community Relations.

Mr. Capco holds a Master of Science Degree in Human Resources Management from Florida Institute of Technology. He also holds a Bachelor of Science Degree in Management from Indiana University of Pennsylvania. He is an active member of the business and civic community through such organizations such as the Society of Human Resources Management, American Society of Training and Development, Westshore Alliance Partnership School – Past Board Member, United Way Division Chairman, Tampa Chamber of Commerce and the St. Petersburg Chamber of Commerce.



CONTACT US

INQUIRE ABOUT OUR SERVICES

Please email us at INFO@HRSOLUT.COM and we will contact you shortly.

CANDIDATES: PLEASE SUBMIT YOUR RESUME ELECTRONICALLY

Please email us your resume and cover letter to INFO@HRSOLUT.COM

CONTACT INFORMATION

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OUR UNCOMPROMISING COMMITMENT

When the commitment is excellence there is no middle ground. All resources, all planning, all energies are focused on one objective: to be recognized by our clients as the leading source of human resource solutions. At Human Resource Solutions our focus on excellence is evident in all aspects of our operation. We guarantee our client's satisfaction. In our mind there is no other way to do business. We strive to be the most trusted and well-respected provider of human resource solutions for organizations.