



## HRPO – International Expansion

It is all about *People*



We are Tune **UP.** Solutions

**Who** - An innovative boutique recruitment and HR consulting firm based both in Singapore and Luxembourg.

**Our Market** - We do specialize in supporting start-ups and small & medium size businesses into the Technology, Asset Management, Corporate services, Funds and Alternative investment industry.

**Our Mission** - We do provide recruitment & contracting services as well as HR advisory helping organizations with their local or international expansion, setting up or improving their HR policies, recruitment process, attractivity, retention and employer branding.

**Our Values** - At Tune UP. Solutions, our values reflect what we do everyday. Helping people with dedication, hard work and transparency.



# What do we offer?

## RPO for SME

Our Recruitment process outsourcing is specifically designed for Start-ups and Small & Medium size businesses.

## RPA for SME

Recruitment process advisory is a consulting offer. We help you implementing an efficient and tailor made recruitment process, improving in the same time your retention and your employer branding.

## HRPO for SME

We offers a broad range of outsourcing solutions for all your HR processes, from the administrative support to Talent management. Our modular offer will match with your own processes and needs, in full respect of your budget constraints. Our service can be delivered on-site or off-site and has been tailored made.



## Recruitment advisory

Our recruitment expertise will support your needs from middle management to C-level resources into our specialized industry.

## Contracting

Our contracting solution offer you temporary resources to manage your projects or unexpected needs. We do support in the field of finance, legal, HR and business transformation.

## Career Management

We are a career management partner and professional coaches. We help you setting up your own goals and define your path to happiness.



# What HR solutions do we provide?

## Policy Update

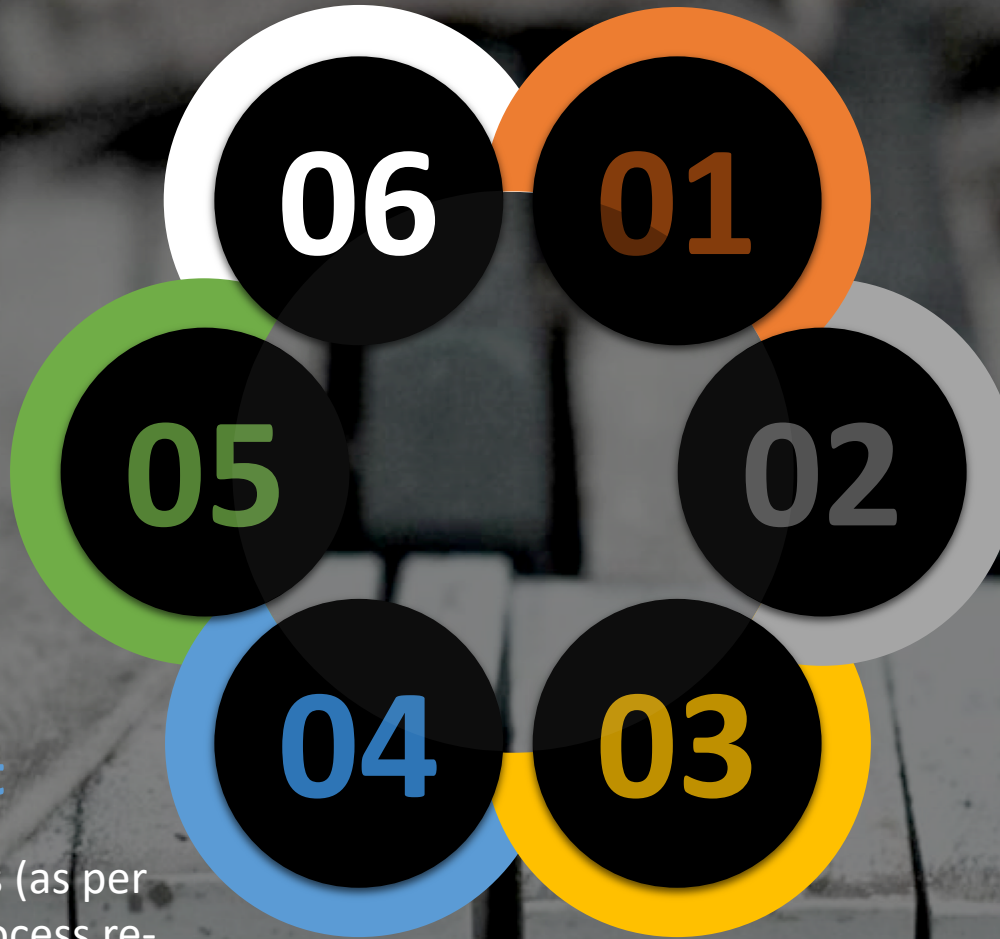
- Updating policies in compliance with employment regulations
- Annual updating of the employee handbook

## Employee Retention

- Definition and implementation of employee retention strategy
- Reporting on turnover

## Performance Management

- Managing performance appraisals (as per the client's existing processes or process re-engineering)
- Managing probation and confirmation appraisals for new hires



## Learning & Development

- Sourcing for training providers
- Performing course registration
- Application for government funding (e.g. Skills Development Fund)

## New Hire

- Generation of employment contracts
- Briefing new employees on terms of employment and benefits
- Monitoring of probation expiry period and following up with line managers

## Benefits

- Supporting management with advice on employment packages
- Package advise, promotion process and bonus strategy set-up



# Our Service Level

## Light Support (off site)

- HR Hotline to answer employees and employers questions
- Internal communication management
- Point of contact for employers on daily talent management and practical HR questions
- HR documents preparation (contracts, addendum, HR policies ...)

## Full Support (on-site & off-site)

- Permanent assistance to HRD/Directors on HR management
- A to Z document management
- External providers coordination (payroll, etc)
- Events organization
- Absence management
- Career management



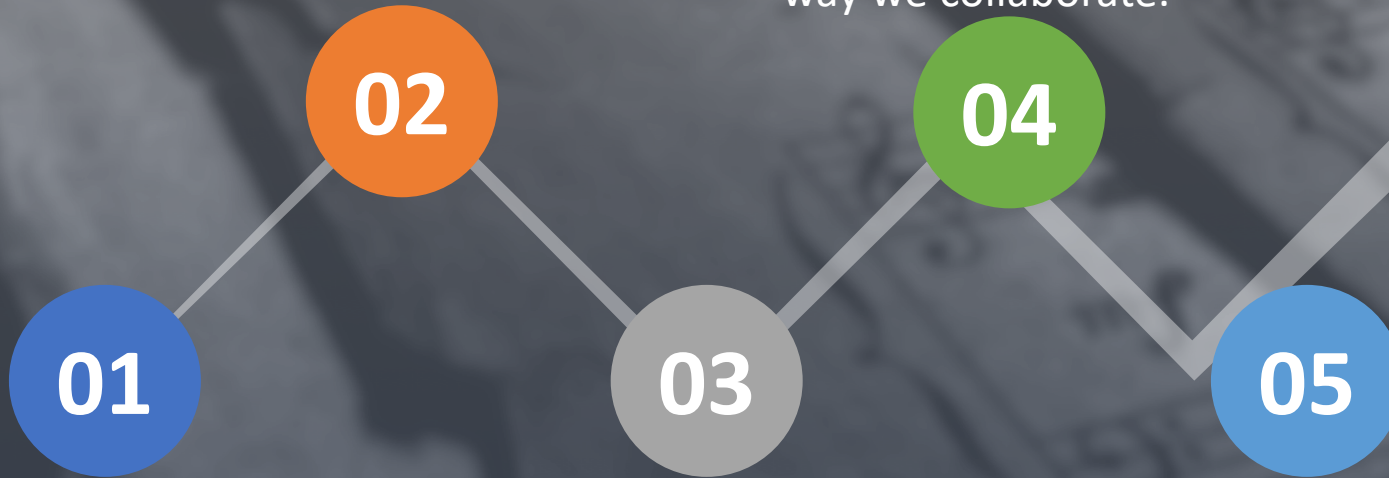
# HRPO Methodology

## SINGLE POINT OF CONTACT

Single Points Of Contacts to ease clients and employees access to our services.

## RE-ASSESS

At every stage of the collaboration we constantly re-assess our client need and the way we collaborate.



## HR BACK-OFFICE SYSTEM

Use of a dedicated HR back office system allowing a centralized data management.

## TAILOR MADE

By definition, the HRPO offer is supposed to fit precisely our client needs, and must be tailored case by case.

## MEASURE

During the whole process, we do follow effective KPI's and measurement tool to enhance the effectiveness of our services.

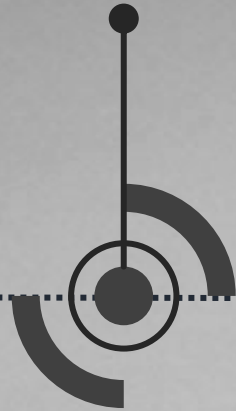


You are a branch, part of an international company operating independently, or a new set up developing the European or Asian market from Luxembourg or Singapore.



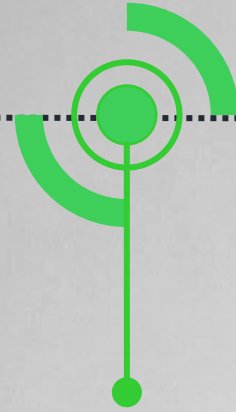
**International Branch**

**SME's**



You are a local entity or a mature middle size enterprise with a track record, well established in your market.

You are a new actor, an underdog dreaming big. A start-up with strong business target and a new operating model.

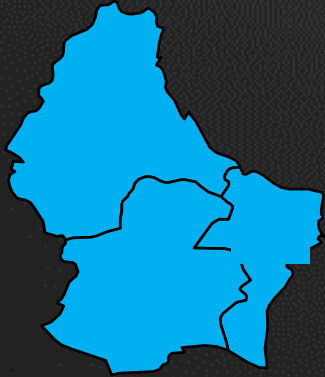


**Start-Up**

**To who** our HRPO solution benefit?



# Where do we operate?



Luxembourg  
39 Boulevard Royal L-2234  
Luxembourg  
+352661777799



Singapore  
32A Keppel Bay Drive  
098651 Singapore  
+6588769715







Tune UP. Solution

32, Keppel Bay Drive 098651

Singapore +6588769715

[www.tuneupsolutions.com](http://www.tuneupsolutions.com)

[info@tuneupsolutions.com](mailto:info@tuneupsolutions.com)