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Indian Talent Acquisition Checklist

Strategic Planning & Implementation Guide

India's Talent Advantage at a Glance

900M+
Available Workforce

60-80%
Cost Savings

30-60
Days Setup Time

350M+

English Speakers

Progress: 0% Complete

🎯 Strategic Assessment & Planning

- [ ] Define specific roles and skill requirements (blue-collar to C-suite)
- [ ] Calculate projected cost savings (60-80% typical range)
- [ ] Determine headcount requirements and scaling timeline
- [ ] Identify target industries and functional areas
- [ ] Set budget allocation for setup and operations

👥 Talent Identification & Sourcing

- [ ] Choose recruitment channels (direct hiring, agencies, campus recruitment)
- [ ] Define technical and soft skill assessment criteria
- [ ] Establish English proficiency and communication standards
- [ ] Select target cities/regions (Bangalore, Hyderabad, Pune, Chennai, NCR)
- [ ] Develop employer branding strategy for Indian market

⚖️ Legal & Compliance Framework

- ☐ Choose employment model (direct hire, contractor, third-party)

- ☐ Understand Indian labor law requirements (PF, ESI, gratuity)

- ☐ Establish tax compliance structure for both countries

- ☐ Set up data protection and IP security measures

- ☐ Create standard employment contracts and agreements

💰 Compensation & Benefits Structure

- ☐ Benchmark salaries against local Indian market rates

- ☐ Design competitive benefits package (health, PF, bonus)

- ☐ Plan performance incentives and career progression paths

- ☐ Address currency fluctuation and payment methods

- ☐ Include unique perks to differentiate from local competitors

🏢 Infrastructure & Technology Setup

- ☐ Determine office requirements (SEZ, IT parks, co-working)

- ☐ Set up IT infrastructure and cybersecurity systems

- ☐ Establish collaboration tools for global team integration

- [ ] Plan for reliable internet, power backup, and utilities

- [ ] Arrange employee amenities (cafeteria, transport, healthcare)

🔒 Security & Risk Management

- [ ] Implement data security and IP protection measures

- [ ] Establish employee background verification processes

- [ ] Set up physical security and access controls

- [ ] Create business continuity and disaster recovery plans

- [ ] Arrange appropriate insurance coverage

🎓 Training & Knowledge Transfer

- [ ] Design comprehensive onboarding program

- [ ] Plan domain knowledge and process training

- [ ] Establish cultural integration and communication training

- [ ] Create ongoing skill development programs

- [ ] Set up mentorship and buddy systems

📊 Performance Management & Quality Control

☐ Define KPIs and performance metrics

☐ Establish quality standards and review processes

☐ Implement regular performance reviews and feedback

☐ Create continuous improvement processes

☐ Set up customer satisfaction tracking

🤝 Cultural Integration & Communication

☐ Develop cross-cultural training for all teams

☐ Establish clear communication protocols and standards

☐ Plan time zone management strategies

☐ Integrate Indian festivals and cultural celebrations

☐ Create diversity and inclusion initiatives

📈 Scaling & Growth Planning

☐ Create phased scaling plan with milestones

☐ Plan resource allocation for growth phases

☐ Develop capacity building strategies

☐ Consider geographic expansion within India

📊 Success Measurement & ROI

☐ Define specific ROI targets and measurement methods

☐ Track cost savings and productivity improvements

☐ Monitor quality metrics and customer satisfaction

☐ Measure employee satisfaction and retention rates

☐ Benchmark against industry standards and competitors

Ready to Access India's World-Class Talent?

Let JZ Payroll Outsourcing & Contract Staffing help you navigate every step of your Indian talent acquisition journey. From compliance to deployment, we ensure seamless integration and maximum ROI.

Get Started Today

Contact us for a FREE consultation and customized talent strategy!