

Hiring New vs Lift and Shift



Whether you're hiring your first offshore team member or looking to lift and shift an existing team to a better provider, this guide will help you get it right from the start. At Offshore Talent, we make outsourcing simple, transparent, and cost-effective through two flexible service models

beyond

Our Managed Service model for businesses hiring new offshore team members. We handle everything from recruitment and onboarding to payroll, HR, and compliance — all with no setup or recruitment fees.

vital

Our Employer of Record model for businesses ready to lift and shift existing offshore staff. We help you navigate contract transitions, maintain team continuity, and achieve full transparency over costs and compliance.

Use these checklists to plan your next steps, avoid costly mistakes, and build (or transition) your offshore team with confidence.

Offshore Talent - Transparent pricing. No setup fees. Rewarding experience.

Hiring New (Starting from scratch)

Goal - Hire the right person quickly and onboard them so they add value from day one.

Define the Role

- Write a clear position purpose, core responsibilities, daily tasks and top 3 KPIs.
- Specify skills, experience, seniority, language requirements, timezone expectations and tools required.
- Include a salary band and any allowances (equipment, internet, shift premium).
- Deliverable: Final PD (Offshore Talent can draft this with you).

Costing and Quoting

- We produce a single, transparent quote showing: salary estimate, statutory contributions, management fee and total monthly cost.
- No hidden setup, recruitment or onboarding fees - everything is itemised.
- Deliverable: Line-item cost sheet and expected time-to-hire.

Sourcing and Shortlisting

- We source candidates, run skills assessments and pre-screen interviews.
- Shortlist 3-4 vetted candidates with sample work where relevant.
- Deliverable: Candidate shortlists and assessment summaries.

Interviewing and Selection

- We help you conduct interviews for shortlisted candidates using structured questions and scoring.
- Run reference checks and final salary negotiation.
- Deliverable: Selected candidate and agreed offer terms.

Offer, Contracts and Compliance

- Prepare employment contract (EOR or managed service terms), IP/NDAs and probation clause.
- Confirm statutory entitlements (13th month, SSS, PhilHealth, Pag-IBIG) are included and compliant.

Onboarding and First 90 Days

- Equipment & system access, welcome pack, role-specific training plan and knowledge transfer.
- Set 30/60/90 day objectives and reporting rhythm.

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Move Your Existing Team

Goal - Preserve continuity for your team, reduce risk, improve transparency and reduce ongoing costs where possible.

Discovery and Legal Review

- We review termination clauses, restraint clauses, notice periods and any supplier contracts that could block transition.
- Identify required notice, severance exposure and any legal roadblocks. We coordinate local counsel if needed.
- Provide insights to current team setup, roles, current contracts, current benefits.

Cost and Savings Analysis

- We compare your current invoice (salary + fees + add-ons) vs our transparent proposal.
- Side-by-side cost comparison and projected savings timeline.

Transition Plan

- Draft employee communications, transfer timing and manager handover notes.
- Agree retention or continuity incentives to limit attrition during the switch.
- Deliverable: Transition playbook and communications pack.

Offer and Acceptance

- Present new employment terms under Offshore Talent (or managed service overlay) and secure written acceptance from employees.
- Maintain salary continuity where required to preserve morale and retention.

Payroll Reconciliation/Handover

- Reconcile outstanding leave, unpaid entitlements and final payroll items with current provider.
- Ensure all statutory remittances are up to date before handover.

Systems and Access Migration

- Plan secure transfer of logins, tools and documentation; preserve client-facing continuity and data security.
- Apply data protection safeguards and update NDAs where required.

Onboard under Offshore Talent

- Orient staff to payroll cadence, reporting and any new administrative processes; maintain same managers/operational control.
- Start regular performance reporting and schedule retention check-ins.

Ongoing Management

- Monthly transparent invoice with a clear breakdown: salary, statutory benefits, management fee and any agreed add-ons.
- Regular service reviews to optimise role design, performance and costs.





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Ready to talk outsourcing with us?



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