

## LABOR LINKAGE

As part of the process of relocating personnel from companies in the process of closing operations and/or downsizing, PROCOMER's Human Talent department offers its services so that, in a systematic and orderly manner, people who require assistance in locating and relocating to other similar companies or with positions related to their previous functions, can be located, and eventually undergo interviewing and hiring processes.

To carry out this process, you are requested to carefully follow the steps described in these instructions.

## RELOCATION AND SUPPORT REQUEST PROCESS



### STEP 1

There are several companies interested in supporting the personnel relocation process.

In order to make this process more efficient, we require that anyone interested in receiving support, complete the following [form](#).

You can also access the form by scanning the QR code here:



In the form, PROCOMER will request both contact information and the profile of the candidate with the aim of transferring it orderly, with the necessary security protocols and proper management of information, to companies interested in collaborating.

 **STEP 2**

Once the information has been received through the form, it will be necessary for interested candidates to send their CV to the email address [talentohumano@procomer.com](mailto:talentohumano@procomer.com). Having access to the CV allows the creation of a follow-up file, as well as the facilitation of the selection process and contact with companies with vacant positions.

 **STEP 3**

PROCOMER's Human Talent department will follow up with each person once the companies have begun the selection process and initial contact. It is important that people report to [talentohumano@procomer.com](mailto:talentohumano@procomer.com) if their status has changed (they are in an interview, have been pre-selected or hired by any of the interested companies).

We remind you that you also have at your disposal the platform of the National Employment Agency (Agencia Nacional de Empleo) [www.ane.cr](http://www.ane.cr) where you can register for free to have access to available job vacancies and other.

**Explanatory note:**

It is important that people requesting support from PROCOMER in their relocation process take into account that they will never be asked for information related to bank accounts, payment of services or transfers. In case of any doubt or anomaly, they can report this type of incidents to our institutional account [talentohumano@procomer.com](mailto:talentohumano@procomer.com)