



Build an overseas team faster, without building a recruiting department first.

NeoTeams helps founder-led businesses hire strong remote talent with tighter screening, cleaner process control, and a more credible handoff from candidate search into real execution.

WHAT CLIENTS BUY

A faster, more controlled path from role brief to productive contractor.

Better shortlist quality with less founder time wasted.

OUTCOME

A cleaner first-week handoff once the hire is approved.

WHAT THIS IS

The operating model, in plain English

NeoTeams sources, screens, coordinates, and supports the hiring process for overseas contractors. Once a candidate is selected, the ongoing work relationship is directly between the client and the contractor unless the signed engagement says otherwise. This guide is designed to make that process feel clear, polished, and easy to act on.

CLEAR BRIEF

Specific roles, budgets, and manager expectations create stronger candidates faster.

TIGHT SHORTLIST

NeoTeams is meant to reduce noise, not create more inbox volume for the client.

CLEAN HANDOFF

The real value is a smoother path from approved hire to productive first week.

Who does what

The process works best when sourcing and selection are clearly separated from direct management and execution.

We handle

Role intake, sourcing, screening, shortlist quality, interview coordination, and onboarding support.

You handle

Final hiring decision, direct management, payment execution, and the systems your contractor needs to do the work.

Best fit

Lean businesses that need strong remote talent quickly and want a cleaner path to hiring than ad hoc recruiting.

Why clients use NeoTeams

They want speed without improvisation, better candidate quality than inbound job-board chaos, and a more reliable handoff into real execution. The value is not just finding people. It is reducing founder time, reducing bad-hire risk, and making the process feel controlled from the first brief.

- No need to build an internal recruiting function first.
- Shortlists arrive with more signal and less noise.
- The process stays simple enough for small teams to manage.

How the process works

A good placement comes from a specific role brief, a responsive manager, and a clean operating rhythm from kickoff through onboarding.

- 1 Intake**
We align on the role, budget, timezone overlap, communication expectations, and what success should look like in the first 90 days.
- 2 Sourcing**
NeoTeams recruits against that brief, screens candidates, and narrows the field to the strongest options before your team spends interview time.
- 3 Interviews**
You meet the shortlist, compare candidates, and decide who moves forward. NeoTeams keeps scheduling and communication organized.
- 4 Offer and onboarding**
Once you choose a candidate, we help move the process into paperwork, payment setup, kickoff planning, and a cleaner first-week handoff.

What a strong process looks like
The manager is responsive, the brief is specific, and the decision path is clear before sourcing begins. That is what keeps the search moving and keeps the handoff from feeling messy.

TO START THIS ENGAGEMENT

- STEP A**
Send the role brief, budget, and timezone needs.
- STEP B**
Confirm who will make the final hiring decision.
- STEP C**
Agree on contractor model and target start date.
- STEP D**
Review the core documents before the selected candidate starts.
- STEP E**
Set first-week deliverables so the hire lands with momentum.

What to do before the contractor starts

The best starts happen when the role is specific, the manager is responsive, and first-week expectations are written down before day one.

Before start date

- Confirm title, responsibilities, rate, schedule, and start date.
- Send the contractor agreement and confidentiality agreement.
- Collect payment and banking details.
- Prepare system access, tools, and communication channels.
- Name the direct manager and define first-week outcomes.

First week

- Run a live kickoff call with the manager.
- Give written priorities for week one.
- Explain response-time and availability expectations.
- Document recurring workflows early.
- Schedule a standing weekly check-in.

OPERATING SETUP

How to keep the handoff clean after selection

Recommended operating rhythm

- Choose one payment schedule and keep it consistent.
- Use a documented payment method, for example Wise or bank transfer.
- Agree on overlap hours upfront, especially for U.S.-based teams.
- Keep signed agreements and payment records in one place.
- Review access permissions whenever a contractor's scope changes.

Important boundary

This packet is a business-ready starting point, not legal advice. The independent contractor language should match the real working relationship.

Limit system access to what the role actually needs. Keep payment, ID, and personal information collection proportionate to the engagement.

The four core documents

Each document in the packet has a specific job in moving a placement from candidate selection into operating readiness.

DOCUMENT	PURPOSE	USE
Client Onboarding Guide The front-door handoff document.	Explains the operating model, responsibilities, and first steps after a placement is approved.	Share this first so the client understands the process before paperwork starts.
Independent Contractor Agreement The working relationship document.	Defines services, compensation, confidentiality, ownership, and termination terms.	Customize to the client and jurisdiction before use.
Confidentiality Agreement The information-protection document.	Protects business information before meaningful system or data access is granted.	Get this signed before sensitive access is opened.
Payroll and Banking Form The payment-setup document.	Collects the details needed to pay the contractor correctly and consistently.	Only collect the fields the actual payment workflow needs.

What happens after kickoff

The first operating sequence is simple: NeoTeams launches sourcing, the shortlist is reviewed, interviews are coordinated, paperwork is completed, and the contractor starts with first-week priorities already defined.

- Use the guide first.
- Customize agreement language before signature.
- Keep payment and confidentiality workflows proportionate.

Good recruiting is not just finding talent. It is making the entire handoff feel inevitable, credible, and easy to act on.

NeoTeams is built to give lean businesses a cleaner path from hiring need to productive remote teammate.

Next step

If you are ready to begin, send the role brief, target budget, timezone requirements, and preferred start date.

NeoTeams will use that brief to launch sourcing and return a tighter shortlist for review.

The client retains the final hiring decision and direct day-to-day management of the contractor.