



HR Outsourcing

➤ **Recruitment Assistance.**

- Search and Recruitment Assistance Services.
 - Make better hiring decisions.
 - Allows management to concentrate on core competencies.
 - Minimize unwanted employee turnover.
 - Reduce expense and disruption of discrimination and wrongful discharge by promoting consistency.
- Employee Recruitment, Interviewing and Selection Process Design.

➤ **Orientation Program Design.**

➤ **Employee Relations Compliance and Assistance.**

➤ **HR Administration.**

- Company can focus on their core competencies.
- Relieve burden and expense of hiring and training new employees.
- Reduces your overhead cost.
- Eliminates repetitive, low-yield tasks and unproductive down time.
- Gain access to wealth of services and expertise.
- Maximize efficiency and organization.

➤ **Job Description Development and Implementation.**

- Increase employee productivity by providing up-to-date and accurate summaries of what is expected of employees.