

RECEIVE REQUIREMENT OF MANPOWER AND JOB SPECIFICATIONS FROM CLIENTS

SCREEN DATA BANK AND OTHER SOURCES FOR CANDIDATES
TO MEET EXACT JOB SPECIFICATION

IN CASE SUITABLE CANDIDATES NOT IN OUR DATA BANK/SOURCES ADVERTISE FOR VACANCIES IN A LEADING NEWSPAPER

DIRECTLY INTERVIEW CANDIDATES
& SHORT LIST THEM

SEND CVS TO CLIENTS IF HE WANTS TO REVIEW THEM BEFORE HIS ARRIVAL FOR FINAL INTERVIEW

CALL SHORTLISTED CANDIDATES
FOR FINAL INTERVIEW AT OUR
OFFICE OR AT ANY OTHER SUITABLE
PLACE AS PER CLIENTS
CONVENIENCE

CLIENT INTIMATES NAMES OF FINALLY
APPROVED/SELECTED/SHORTLISTED/
WAIT LISTED CANDIDATES. SALARIES,
TERMS AND CONDITIONS OF
CANDIDATES FOR PROCESSING/
DEPLOYMENT

PROCESSING FOR DEPLOYMENT STARTS NOW, SUCH AS COMPLETE MEDICAL EXAMINATION, INCL, X-RAYS, BLOOD AND HIV TESTS INITIATE ADVANCE BOOKINGS, TRAVEL TICKETS ETC.

ENDORSE VISAS ON THE PASSPORTS OF THE SELECTED EMPLOYEES

> COMPLETE EMIGRATION FORMALITIES

HANDOVER THE FOLLOWING TO CANDIDATE

- (A) WORK CONTRACT
- (B) AIR TICKET
- (C) TRAVEL DOCUMENTS AND BRIEF THEM ABOUT AIRPORT FORMALITIES

INFORM EMPLOYER ABOUT FLT DETAILS AND TO RECEIVE CANDIDATES AT AIRPORT AND CONFIRM THEIR SAFE ARRIVAL