ASK
Development

MEETING YOUR HR REQUIREMENTS WITH INNOVATION

Human Resource Outsourcing (HRO)

HRO is an established management practice in large and medium size organizations all over the world. It is foremost of BPO; "Outsourcing" is the contracting out of an internal business process to an outside organization. Outsourcing sometimes involves transferring employees and assets from one firm to another. (Wikipedia) HRO & RPO (recruitment process outsourcing) are considered HR tools of 21st century.

Russ Banham research appeared in "HRO Today", leading magazine says:

"HR Outsourcing is exploding on the business scene with the speed of light. Twenty years ago, G global 2000 companies performed 90% of the 21 identified HR functions in-house, Today, companies are moving fast to outsource most of these functions, with a few creating an end to end HR business process outsourcing (BPO) model, Another survey that depicts HRM terms in 2012 has reported that more than 48% organizations have adopted HRO as their strategy to cater increasing management cost and handle legal compliance."

Models of HRO by ASK

There are two internationally recognized HR outsourcing models:

» **Administrative Services Organization (ASO)**
   ASO offers partial outsourcing of HR functions

» **Professional Employer Organization (PEO)**
   PEO provides complete HRM outsourcing with transfer
   of legal responsibility of HRM to third party.

HRO & RPO – Benefits to Our Partners

ASK believes in professional relation that adds value to client's sustainability. Our outsourcing solutions help our clients to attain their goals.
Most corporations have one HR professional for every 100 active employees, according to the Saratoga Institute, Hodges explains, "An HR department that was trying to be efficient by itself through reengineering might get to one HR employee for every 150 active employees, But if you reengineer HR in conjunction with a third party outsourcing provider you should be able to get to a ratio of one to 300, marking a huge reduction in labor cost."

High Tech Advantage

Lead by Strategy

Increase Efficiency

Reduce Cost

Minimize Risk

Shifting Legal Responsibility to Vendor

ASK Approach to HRO

We are HR professionals; who have proven capability both at client and supplier side. The team is wired by web based technology to utilize best in class processes, IT applications and delivery model. This will optimize your back office transactional activity and your HR team can focus more on aligning HR strategy with corporate objectives and changing market place.

ASK believes in client focused solutions and offers both; ASO and PEO. This includes:

- » Selective / Full HR functions outsourcing
- » Offshore HR outsourcing
- » Recruitment service
- » Payroll Management and Regulatory Compliance

Why you choose ASK

Complete HR solutions; recruitment to separation
- » Service process and standardization is based on ISO-9001
- » Data security and contingency service is ensured through BCP (business continuity plan)
- » Dedicated functionaries for each client
- » 24 hours help line to assist employees and stake holders
- » Designated financial services for each employees segment
- » Technology based financial management to ensure transparency and speed.

ASK offers HRO services through online technology/ HRMS (Human Resource Management Software)

- ⟫ Integration of biometrics attendance system with HRMS

- ⟫ Travel Manager it provides travel claims of employees working at different locations. Claims calculation is integrated with Google Maps.

- ⟫ Online performance Management / Appraisal System.

- ⟫ Record keeping of personal files in soft / scanned from online

- ⟫ Recruitment & Selection process (CV Database, CV Sorting, short listing etc.)

- ⟫ Leaving /Resigning, Termination and other functions online reporting

- ⟫ Salary Slips

- ⟫ Payroll calculation with the input of attendance & incentive details

- ⟫ Salary invoice preparation for client

- ⟫ Online bank advice for salary disbursement

- ⟫ Online taxation, EOBI, Social security and Gratuity

- ⟫ Access to client for HR records and reporting in real time

Admin	Company Info	Client Management
Backup	Payroll Management	BirthDay Cards
Employee Management	Reports Management	Top Ten

Recruitment Process Outsourcing (RPO)

PRO service by ASK offers a competitive advantage in the marketplace by providing organizations with ability to acquire the best resource rapidly, reduce operational costs and risks, andgain access to consultancy expertise to maintain their HR inventory.
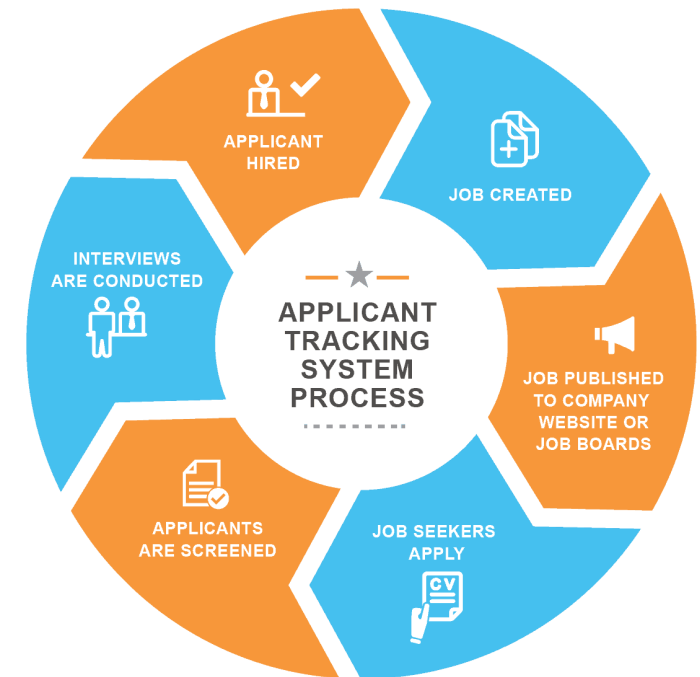
ASK Approach to RPO:

Our tailored solutions develop a comprehensive strategy of the recruitment in consultation with client's HRM Department to ensure a process that is measureable on both qualitative and quantitative scales.Core to the success of our service is our commitment to transfer skills and share bestpractices with our clients.

Our Recruitment Services:

» Recruitment process Outsourcing
» Behavioral and Skill Analysis
» Executive Search
» Resume/CV Screening
» Antecedent Verification

Recruitment Sourcing:

We deploy a range of sources to generate candidate's pool. Some are social & print media, institutional collaboration with job portals, campus search and referrals.

APPLICANT TRACKING SYSTEM PROCESS

- APPLICANT HIRED
- JOB CREATED
- JOB PUBLISHED TO COMPANY WEBSITE OR JOB BOARDS
- JOB SEEKERS APPLY
- APPLICANTS ARE SCREENED
- INTERVIEWS ARE CONDUCTED

Additional Recruitment Tools

ASK has scientifically designed psychometric tests and analysis set up for professionals and individuals based upon on research in Pakistan.These tests can objectively assess 'hidden' human traits to help individuals and organizations for better planning for employee career & training and productivity at workplace. Testing is the process to determine the level of strength of a value or skill for decision making such as employee selection, corrective measures, training, and development. Since these tests have been designed in Pakistan considering local culture, education system and socio -economic values can narrate personality traits of individuals rationally.
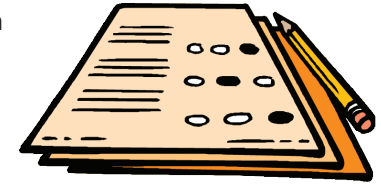
Sales Position Test (SPT)

It fulfils the needs for recruitment and identification of best fit sales persons in the sales business field with all the necessary attributes identified through extensive research. It covers attributes and traits such as Adaptability, Commitment, Communication, Compatibility, Critical Thinking, Extroversion, Go Getter, Working under Stress

Management Position Test (MPT)

The test unfolds the personality traits aptitude and skills that are deemed necessary for management positions based upon research. It covers attributes and traits such as:
Adaptability, Creative Thinking, Decision Making, Developing others, Integrity, Leadership and Inspiring, Planning and Organization, Relationship maintenance, Result Oriented, Strategic Awareness, Team Work, Time Management

Career Aptitude Test (CAT)

These assessment tools are designed to help individuals, especially students in choosing among careers out there which fall in corresponding to their aptitude and personality

Personality & Aptitude Test (PAT)

PAT is a general aptitude test designed to determine a person's ability, capacity for learning, skill or knowledge and intelligence regardless of any specific position in a certain subject or field of knowledge. It gives 10 point picture about a person's personality and thinking pa ern. The scope covers aspects like:
Adaptability, Commitment, Communication Ability, Critical Reasoning, Extroversion, Integrity, Logical Reasoning, Numerical Analysis, Spatial Ability, Working Under Stress.

Customized Tests

This feature is adopted to build or alter the test and its specification in scope according to the references and requirements of an organization/client. The standards are set to suit the business/work requirement and specifically address the need of the client.

Student Admission Test (SAT)

Student Admission test (SAT) is sometimes referred to as the entry test or entrance examination. Different levels of tests are generated by

These tests are available online and can be attempted anytime and anywhere

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