

## OUTSOURCING SERVICE FOR

### Recruitment

Your Local Office for Global Business



# About Us

## Background

**itialuS** Global Network is one of the largest financial and corporate services networks globally, composed of expert accounting, consulting, and auditing firms.

**itialuS** Global provides companies across various markets and industries with cloud-based software tools to join the digital transformation initiative, where multinational businesses can expect the same consistent standards of service quality, delivery, and commitment.

## Mission

Deliver the right solutions to our clients through long-term relationships built on experience, insight, and teamwork.

Help our clients reduce their administrative costs while providing support of the highest quality.

Create a business environment that attracts, develops, and retains the best talent.

Provide stockholders with the best return on their investment.

## Vision

Become a globally reliable, effective, safe, and cost-effective provider of quality innovative global Accounting and Corporate Services, that satisfy unmet management needs.

## What We Do

We provide global Accounting and Corporate Services at the most competitive prices. We help clients drive their businesses to their maximum potential by delivering high-quality services including Accounting, Human Resources Management, Business Consultancy, and Tax Solutions.

Accounting & Corporate Services  
itialuS



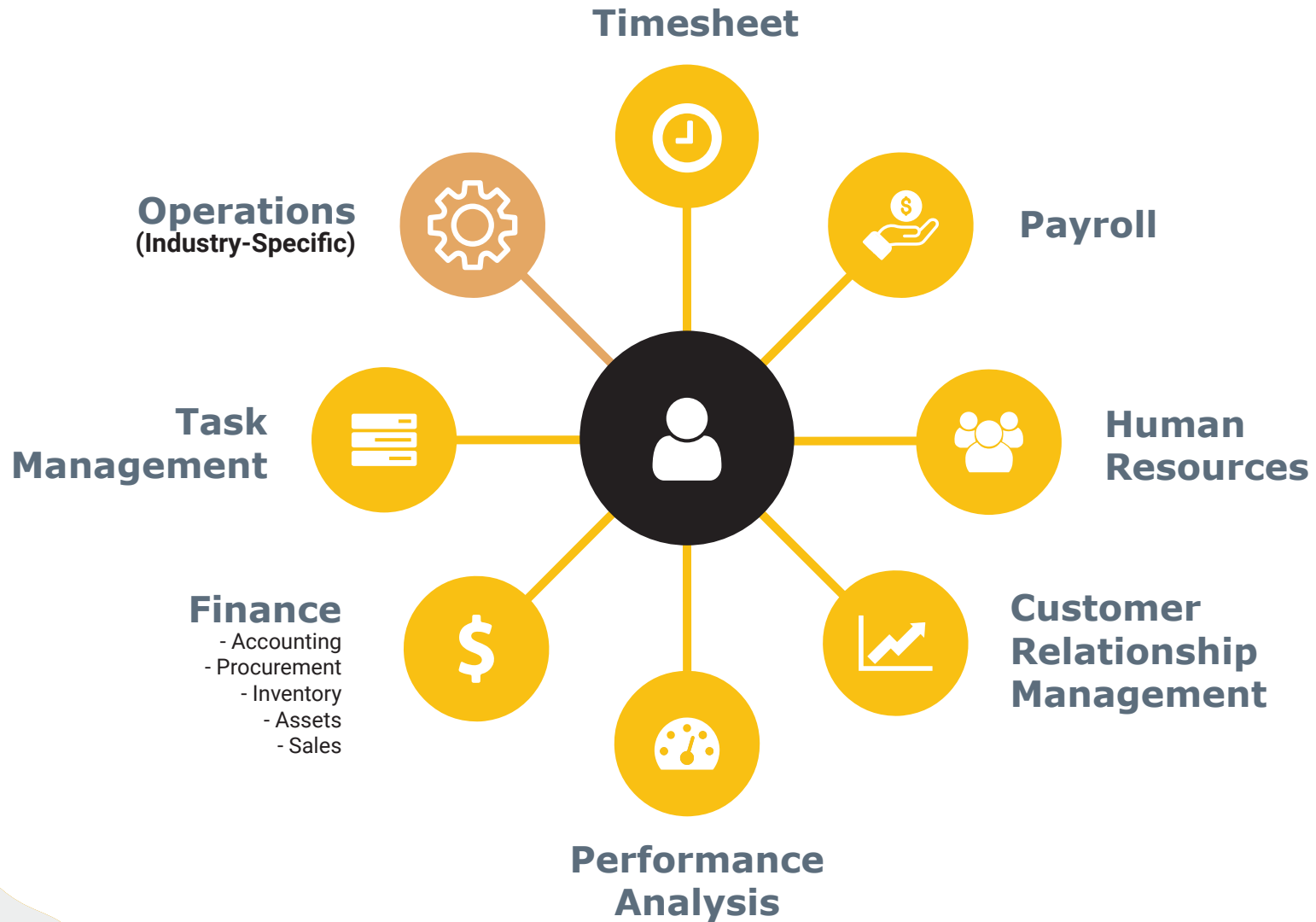
## | Information Technology Tools

We use an innovative cloud-based Enterprise Resource Planning (**ERP**) system known as WallPost Software. It is designed according to international standards to meet clients' needs in different industries.

WallPost Software is equipped with intelligent modules to smartly monitor and enhance the performance of the company and staff. It produces a variety of financial and management reports which can be used by managers and shareholders for more efficient decision-making.

# WallPost

Core Modules



**WallPost Software's objective is to deliver the following results:**

- Automate the company's policies, procedures, and processes
- Assist in the company's formulation of rules, regulations and processes
- Increase staff engagement and retention
- Measure performance and staff appraisal
- Identify problems before their onset



## Recruitment and Selection

Hiring the right candidate is a significant task for any organization that aims for long-term growth. **italuS** has its own recruitment and selection pattern based on specific policies and procedures:

- Dealing with the excess or shortage of resources
- Analyzing the recruitment policies, processes, and procedures of the organization
- Preparing recruitment policies for different categories of employees
- Identifying areas of improvement
- Streamlining the hiring process with suitable recommendations
- Choosing the most effective recruitment process
- Creating detailed job specifications





## Recruitment Planning

- Job Vacancies
- Job Analyses
- Job Descriptions
- Resume Assessments
- Job Specifications
- Job Evaluations
- Job Criteria

## Recruitment Strategy

Buy or build talent through new hires or training

Recruitment types:

- Social Media Platforms and Job Portals (LinkedIn, Job street)
- Recruitment Agencies
- Cold-Calling
- Geographic Area
- Recruitment Sources
- Recruitment Database

# Recruitment

## Searching for the Right Candidates

Searching involves attracting job seekers to job vacancies.

### Internal Sources of Recruitment, Hiring Employees within the Organization

- Promotions
- Transfers
- Former Employees
- Recommendations
- Internal Advertisements (Job Posting)
- Employee Referrals
- Previous Applicants

### External Sources of Recruitment, Hiring Employees Outside the Organization

- Direct Recruitment
- Employment Exchanges
- Recruitment Agencies
- Advertisements and Promotions
- Job Fairs
- Professional Associations
- Campus Recruitment
- Word of Mouth
- School Events and Fairs
- HR Conventions





## **Screening, Shortlisting, and Selecting Applicants**

- 1. Reviewing cover letters and resumes**
- 2. Conducting phone or video interviews**
- 3. Identifying the top candidates through:**
  - Initial Interviews
  - Written Competency-Based Tests
  - Screening and Shortlisting of Five to Ten Resumes for the Client's Review
  - Recommendations by Panel Interviews
  - Reference or Background Check
  - Client's Job Offer Approval
  - Candidate Acceptance/Rejection of Conditional Job Offer
  - New-hire Orientation/Employee Onboarding Process



# Other Services



**Accounting**



**Payroll Processing**



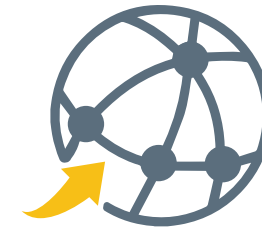
**HR Management**



**Management  
Advisory**



**Bookkeeping**



**International  
Business  
Registration**



**International  
Trademark  
Registration**



**General Data Protection  
Regulation (GDPR)**



**VAT Refund**



**VAT Registration  
and Compliance**



**Manpower  
Outsourcing**



**WallPost ERP  
Software Solution**

# itialus

Accounting & Corporate Services

Your Local Office for Global Business

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