



**ENCORE india**

**OFFSHORE OUTSOURCING SERVICES**

1-888-TO-OFFSHORE

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Recruitment Process Outsourcing

Workflow

THINK **INNOVATIVE**



THINK **OUTSOURCE**



THINK **INDIA**



THINK **ENCORE INDIA**



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WE DELIVER THE POWER OF  
OFFSHORE OUTSOURCING  
TO SMALL BUSINESSES

**HEADQUARTERS - LOS ANGELES**

**OPERATIONS - INDIA**

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# How does it work ?



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Using our years of experience in the recruiting industry we designed an assembly line process that ensures quality and high rate of success.

We have completely automated the assembly line by custom building software that handles the process.

# Team Works



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Head Hunters works in Teams of agents per customer. Depending on the option chosen by client, the number and type of team members are decided and exclusively assigned to the Client.

## A Full Team Consists of

1. Sourcing Agent
2. Quality Control Agent (Passive)
3. Quality Control Agent (Active)
4. Recruiter/Team Leader

# Technology Works



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We at Head Hunters have leveraged technology and introduced custom software that automates the assembly line process and communication between team members and clients

## Our Technology Supports

1. Processing Job orders
2. Client access to check status of Order
3. Email and web based order entry
4. Automatic notifications
5. Reports
6. Seamless integration with clients



# Step 1 :

Your Clients Send Job Orders to Your Staffing Company ( Account Manager or Recruiter )



**Client Inc**  
Location : Anywhere



**Your Client Managers**

J  
O  
B  
  
O  
R  
D  
E  
R

**Your Staffing Company, Inc**  
Location : Anywhere

**Account Manager** ▶



◀ **Recruiter**

## Step 2 :

Your Staffing Company Team ( Account Manager or Recruiters ) Send the Job Order to heir team at headhunters ( Our Agents ) in India.



**Your Staffing Company, Inc**  
**Location : Anywhere**



**Account  
Manager**

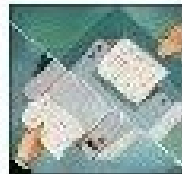
**John Doe**

**Recruiter**

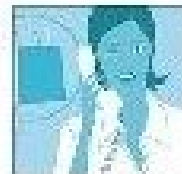
**Jane Dane**



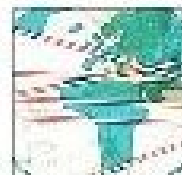
**Your Team In Your Office**



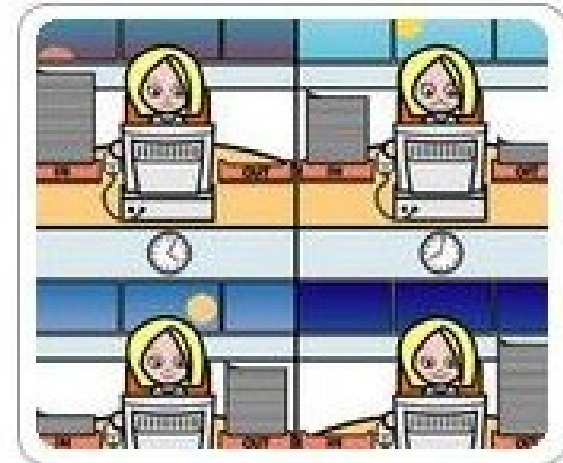
**Job Orders to  
your team in  
India Can be  
sent using :**



**Phone  
Fax  
Email  
Internet**



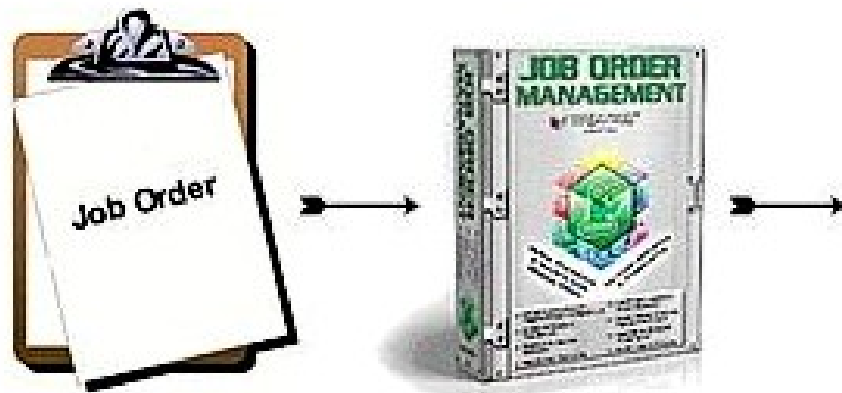
**Location : India**  
**Call Using Your Local  
Area Code or 800 Number**



**Your Team In Our Office**

## Step 3 :

Once the Job Order is received by the Team in India, it is entered automatically into our Job Order Management System.



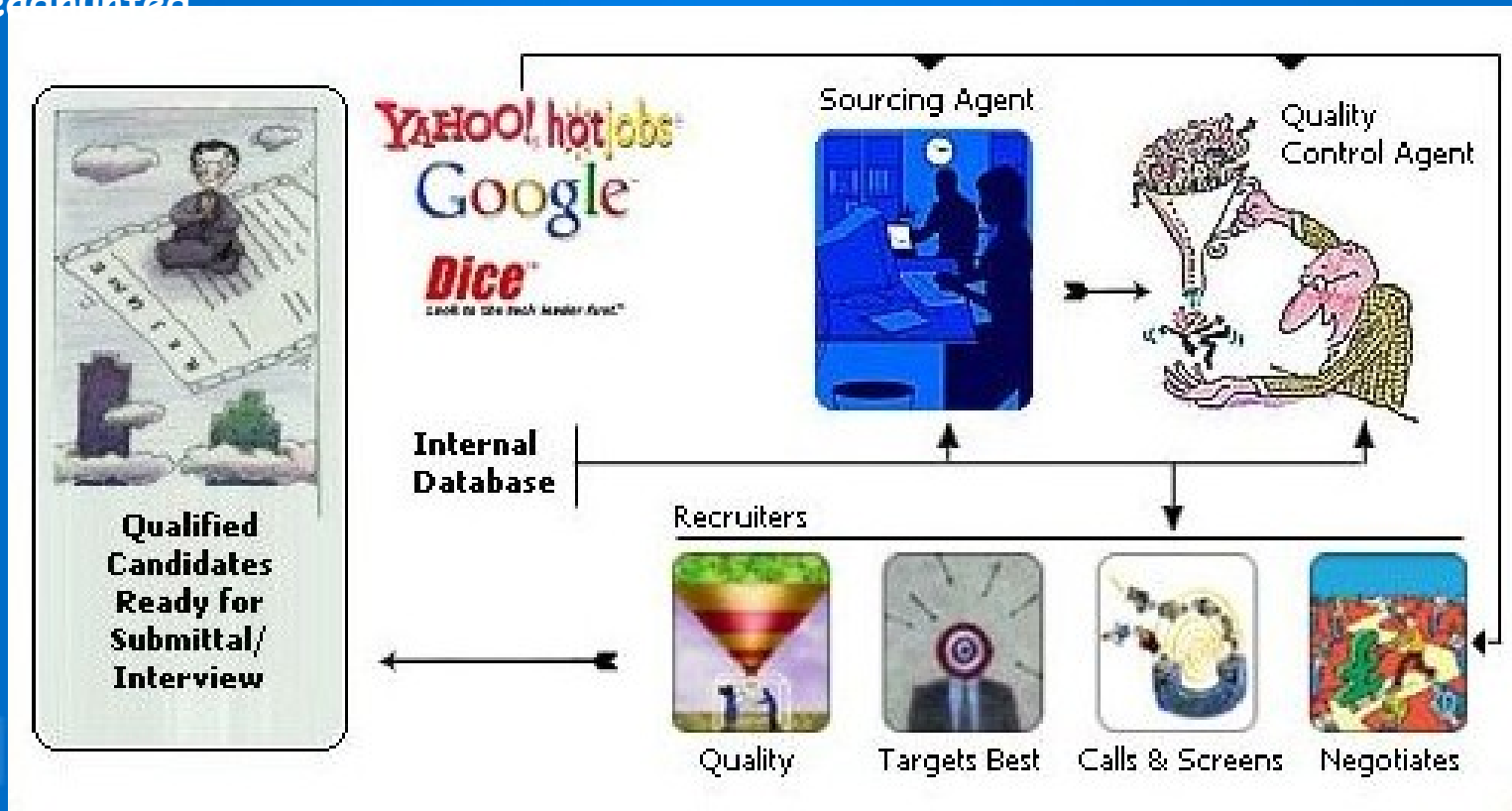
### Tracks / Manages Assembly Line Processes

- \* Notifies Team
- \* Tracks Status
- \* Updates Team members of new status in Job
- \* Moves Job from one agent to the next in the assembly line Sourcing to QA ,QA to Recruiter etc
- \* Provides reports of productivity
- \* Many Other Important Tasks are automated



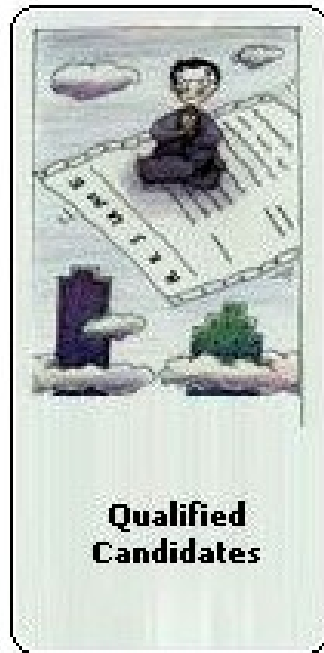
# Step 4 :

Depending on the type of team that is hired from Head Hunters single or multiple agents start working on the Job Order and qualified candidates are headhunted



## Step 5 :

Qualified candidates are submitted for review and final submission to client by your Account Manager.



**Your Staffing Company, Inc**  
**Location : Anywhere**



**Account  
Manager**

**Recruiter**



**Client Inc**  
**Location : Anywhere**



**Your Client Managers**

# The Process in Words

The logo for Encore India Offshore Outsourcing is located in the top right corner. It features a stylized lowercase 'i' in red and blue, enclosed within a white circle. Below the circle, the text 'ENCORE INDIA' is written in blue, and 'OFFSHORE OUTSOURCING' is written in red. The entire logo is set against a red background with a white curved border.

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The following Slides explain the Process  
In words instead of graphics.....

# Step 1 :



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You submit your Requests / Job Orders  
to our Job Order Management System

You could email the request or enter into  
website

## Step 2 :



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The Job order management system receives and assigns the job order to your Sourcing Agent and notifies QA Agent/Recruiter/Team Leader if any.



## Step 3 :



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Your Sourcing Agent Starts working on the job order and starts resume mining job posting to job boards using your job boards and other online tools and collects resumes that Match the skills and Experience.

## Step 4 :



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As & when the assigned sourcing agent finds suitable resume/s he attaches the same to the Job order and the system notifies the Quality Control Agent.

## Step 5 :

We provide two kinds of Quality Control Agents

1. **Passive QA Agents:** Receive resumes from sourcing agents and screen quality of Skills, experience etc by matching it with the job Order. Approved resumes are further passed on to the Recruiter/Team leader or to client recruiter.
2. **Active QA Agents:** Receive resumes from sourcing agents and screen quality of Skills, experience etc by matching it with the job order and further call the candidate over the phone and screen them technically and if approved the resume is further passed on to the Recruiter/Team leader or client for further Processing.

## Step 6 :



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If client has hired a Recruiter / Team Leader from us, the resumes that have completed QA, reach the Team Leader who calls the candidate or our client as needed and finalizes the pay rate etc and submits the resume to our client recruiter.

## Step 7 :



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Client Recruiter /Account Manager receive resumes from their team at Head Hunters. (Fully formatted, Quality checked, Availability checked, Phone screened or unscreened depending on the type of contract they have with Head Hunters). Client Recruiter conducts a final screen and submits to their client / account manager.