

Recruitment & Staffing Process



Opusing LLC

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www.opusing.com

Open the closed doors with Opusing; if you're sorting through stacks of resumes from applicants who don't meet your requirements, you're spending time, energy and money on tasks better spent elsewhere. And while you continue your search, productivity is impacted by open positions and hiring more internal staff to assist in the process will only compound the issue. The Opusing's recruitment and staffing process begins with extensive planning to find employees for the businesses in order to improve their profitability and productivity which goes on behind closed doors and continues through recruitment, interviews and staff selection. We work with clients to determine peak staffing trends and predict increased needs for staff in order to effectively match workforce with workload.

Opusing's placement solutions give you direct access to above-average, fully-screened and qualified candidates in every industry and at every level. It's less time consuming, more cost effective and the most successful way to hire the right people for the job and for your company's culture. We develop placement solutions and recruiting strategies specific to your company's business objectives and provide options that fit your business needs and budget, allowing you to focus on other important tasks.

Our internal team of 380 recruiters and management assign dedicated staff which works closely with each client from the beginning of the process in clarifying requirements, culture, and necessary skills; to client follow-up once a candidate is placed ensuring satisfaction and compatibility from both client and candidate. We work closely with your team to ensure our contingent staffing solutions support your workforce strategies and align with your overall recruiting objectives.

So whether you require one permanent role to be filled or hundreds of contracted workers, our customized staffing solutions provide you with extraordinary results.

Our Process

Opusing's recruitment & staffing process has proven its ability to proactively provide technical and non-technical personnel for assignments across the globe. Our objective is to clearly understand your requirements by discussing the needs and expectations of the position, e.g.: skills, technical knowledge, industry experience, academic qualifications, special requirements of the position, and personal qualities/characteristics of a suitable candidate.

We recruit a wide-range of talented professionals with varying educations, skills, and professional backgrounds. In addition, our Technical Recruiters are trained and capable of identifying candidates who are an "exact match" for our clients. Our recruitment & staffing process involves following steps:

Step 1 - Job Specification

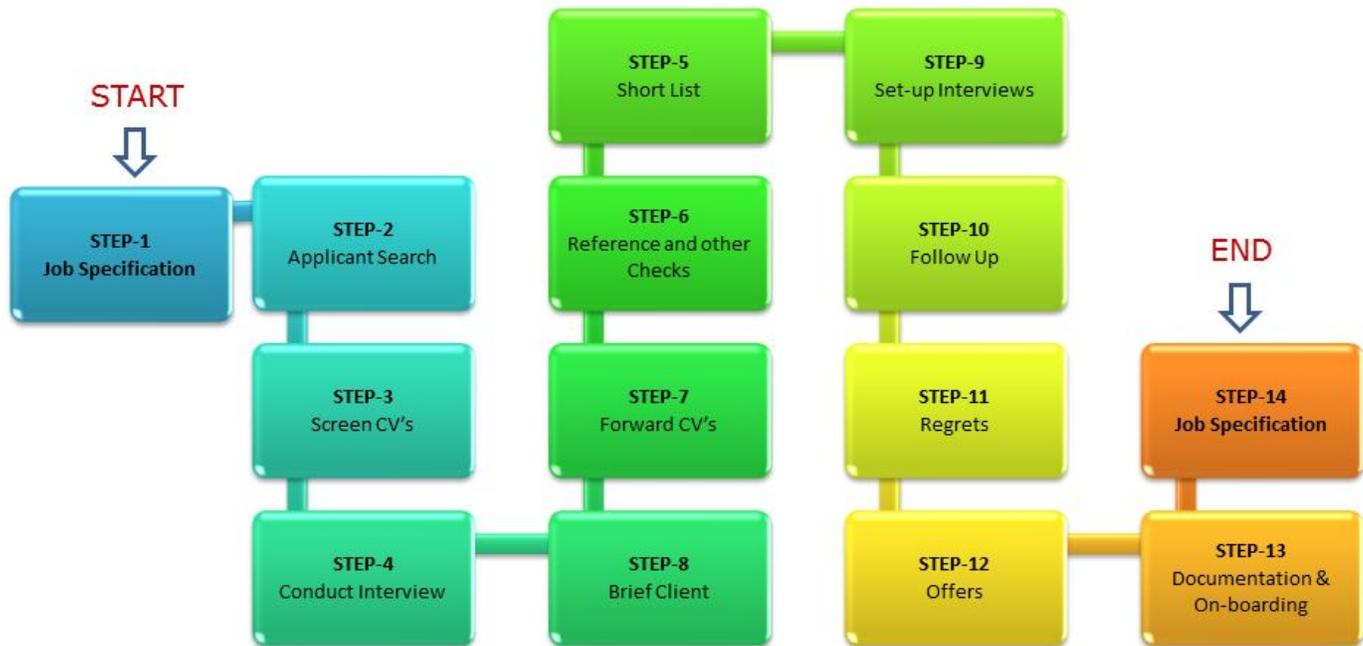
Obtain detailed job specification from client and understand their requirements.

Step 2 - Applicant Search

Search Database, Advertise (only if necessary), and Headhunt

Step 3 - Screen CV's

Short-list applicants who meet the inherent requirements of the specification. Set-up interviews.



Step 4 - Conduct Interview

Conduct interview as per confirmation sheet and interview questions.

Step 5 - Short List

Short list CV's to be forwarded to client.

Step 6 - Reference and other Checks

Obtain references. Conduct credit background and qualification checks. (Only if the candidate is outside our prescreened database)

Step 7 - Forward CV's

Forward complete CV's to client via email or submits online.

Step 8 - Brief Client

Brief client on short listed applicants. Run through their work history and point out any other important facts.

Step 9 - Set-up Interviews

Set-up interviews on behalf of client. Brief applicant on company and interview process.

Step 10 - Follow Up

Follow up on interviews and give feedback to both applicant and client.

Step 11 - Regrets

Advise all unsuccessful applicants, telephonically or in writing.

Step 12 - Offers

Make offers of employment.

Step 13 – Documentation & On-boarding

Ensure that applicant receives letter of employment / offer.

Step 14 - Progress Report

Follow up with client and applicant on a regular basis to ensure all is going well.

Service Offerings

For over eight years, Opusing has provided staffing and recruitment solutions to large organizations and small start-up operations; Fortune 500 companies to mom-and-pop run businesses. Regardless of the requirement, the difficulty of the positions, or a search that's hard to fill; Opusing have the expertise and resources to efficiently attract, submit, and provide desirable candidates. Opusing cater client-specific needs both for permanent or contract employees into three areas namely 1. IT Staffing 2. Non – IT Staffing 3. Industrial Staffing.

Permanent Placements: The search for your company's permanent position is often a costly and time-consuming process, Opusing offers proven solutions for permanent roles, we have the expertise to find and deliver talented individuals with the right skills and experience for your permanent positions – those who share your corporate vision and who can contribute to your success for the long term.

Through experienced recruitment techniques, Opusing can significantly speed up your full-time hiring process by eliminating tasks that bog down the typical corporate process. The following scenarios illustrate situations organizations deal with:

- Not receiving enough candidates through typical job posting and search techniques
- Receiving too many candidates from postings on your website and traditional job boards
- Too few resources in your HR department to fill all of the openings within your organization

We work on a non-exclusive contingent basis, whereby you are invoiced only after you have presented a selected candidate of your choice with a formal offer of employment. Once a job description and responsibilities of the position of have been outlined, we begin searching our extensive database of recent candidates. We also remain in touch with non-active job-seekers, a majority of whom are not actively pursuing a career change and are not on the radar, but request they are kept abreast of potential opportunities in the market and in their field. These are the diamonds in the rough we have maintained contact with over the years that are open to selective new opportunities.

Project or SOW Based Requirement: When it comes to managing projects and candidates, your needs are our first priorities. As a project or SOW based recruitment provider, Opusing develops and provides targeted recruitment strategies geared towards an organization. Using our knowledge and years of experience in a wide variety of programs and projects, our cost-effective recruitment:

- Lowers the cost-per hire
- Minimizes the impact of employee turnover
- Develops a foundation to build an effective employee retention program

For several contracted employees, Opusing also coordinate on-site managed projects in coordination with your existing workforce.

Aside from having dedicated staff at our head office maintaining your account, this additional on-site supervision of our own workforce provides an assigned person from Opusing. This allows us to adequately respond and resolve any work-related issues, eliminating potential interruptions in the workplace. All hours worked by our team at your facility are recorded, verified, and then approved by your supervisors before being forwarded to our payroll team.

Direct deposit into our employee's bank accounts can be performed weekly, bi-weekly, or monthly depending on your requirements or specific pay periods.

Contract or Contingent Staffing: Organizations has started experiencing situation where permanent hire was unsuccessful, also the financial liability of salaried employees can pose potential short and long-term risks, therefore they prefer for contract or contingent staffing. We understand the risks and have developed a successful contract or contingent program to assist organizations with critical staffing needs.

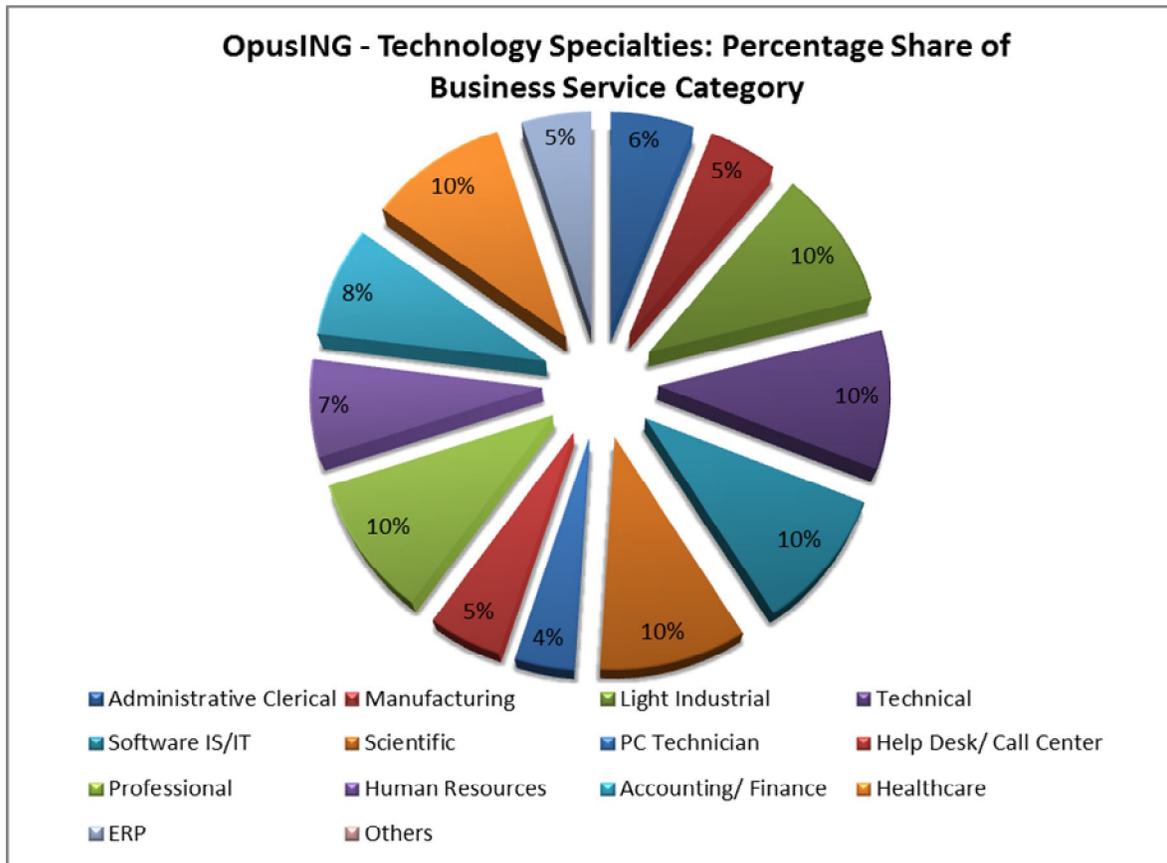
Contract or contingent program is designed specifically for filling up contract positions, candidates may be required only for the period of time you need them, or you can assess a candidate while performing in action, without any prior long-term commitment, to develop a true understanding of their skills and capabilities prior to hiring them fulltime. This may be done over a period of weeks, months, or even years. Then, only successful performers will transition to permanent employment status.

Our program offers the most flexible approach for organizations looking to add resources without adding the burden of employment costs. We work to develop a relationship with the hiring manager to fully evaluate and understand the requirements for a position. Hiring a candidate for a specific period of time rather than permanently. This covers following aids.

- Allows you to observe whether or not the candidate is a perfect fit for the position
- Alleviates the burden of unemployment costs and benefits payments
- Provides a flexible length of contract, allowing you to increase productivity

Technology Specialties

Opusing focuses on technology specialties with areas of expertise we provide and serve to a broad range of business service category.



Business Services	Description	Technology Specialties (i.e.: Java, C++, Unix...)
Administrative Clerical	Admin. Assistants, Receptionist, Secretaries, Data Entry Support, Coordinators, Clerks	Internet, SharePoint, Web 2.0, WebEx, Plateau, Lotus Notes, Outlook, writing, Video and Teleconferencing, presentation
Manufacturing	Manufacturing Associates, Manufacturing Technicians, Materials Associates, Work Coordinators, Forklift Operators	Microsoft Visual Basic® 6.0 Microsoft Office XP, Adobe acrobat 7.0 Outlook 7.0, Testing and Controlling
Light Industrial	Assemblers, Packers, Inventory Control Clerks	Welding Experience, Work Orders, Diagrams, Logs, Charts, reading writing, and verbally communicating in English
Technical	E/M Engineers, Hardware Engineers, Test Engineers, Quality Engineers, Engineering Associates, E/M Designers, Industrial Drafters, CAD Support	Java, J2EE, SQL, HTTP, TCP/IP, FTP, MS Windows 95/98/2000/XP/Vista/7, HP Quick Test Professional 10.00, Quality Center 9, Rational Requisite Pro, Rational Test Manager, SOAP UI 2.0 & 2.5
Software IS/IT	SW Engineers, Programmers, Systems Analyst, Systems Engineers, Diagnostic Engineers, SW Designers, Web Developers/Programmers, System Administrators, Application Developers, Network Administrators	Java, .Net, asp.net, C++, c#, active directory, VM ware, Unix, Linux, pl/SQL, ETL, data warehouse, oracle, SharePoint, COBOL, Mainframe
Scientific	Scientist, Lab Assistants, Chemists, Research Assoc., Medical Writer	Microsoft Access, SPSS, Statistical Software
PC Technician	Technicians, Field Technicians, Desktop Support	Linux/UNIX Windows Vista/XP, LAN/WAN Technologies. Install/Configure Wireless Networks, Devices, Trouble Shoot Hardware and Software Active Directory
Help Desk/ Call Center	Call Response, Help Desk Analyst, Help Desk Support/Specialist, Customer Support Specialist,	Conflict Resolution, Energetic Work Attitude, Strong organizational skills, Fast Learner, MS Excel proficient, MS

	Telesales, Customer Log Support	Office Proficient, Customer Service Oriented
Professional	Commodity Analyst, Business Planning, Logistics, Trainers, Purchasing, Technical Writers, Legal, Sales/Marketing	Documentation, Presentation, Analysis, Writing
Human Resources	Recruiters, HR Specialist, Benefits Specialist	Payroll, Benefits, Work force management
Accounting/ Finance	Accountants, Financial Analyst, Accounts Payable, Cost Analyst	CPA, Customer Documentation, Tax withholding
Healthcare	Hospitals, Medical Manufacturers, Pharmaceutical and Biotechnology	SAP, Epic, EMR
ERP	Enterprise Resource Planning	SAP(HR (Payroll, Benefits, TM, PA, OM) FICO, SD, WM, PP, MM), People Soft, Oracle
Others		

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About Opusing

A rapidly growing company across globe, Opusing, Headquartered in Boston, USA is growing with a phenomenal pace by acquiring leading companies in competing spaces and keeping a 360 degree presence.

Opusing is a global provider of IT & Non-IT Staff Augmentation & HR outsourcing Services Company. We work with clients in a variety of verticals worldwide & provide excellent staffing solutions.

For more information, visit www.opusing.com