



Identifying
Recruitment Needs



Preparing the
Job Description



Sourcing
Screening &
Shortlisting



Job Offer &
Acceptance



Documentation
& Visa Application



Pr-Deployment
Orientation

RECRUITMENT PROCEDURE

Employer's Part:

- Demand Letter outlining categories, job descriptions, number of vacancies, salary, and other benefits.
- Power of Attorney authorizing A.S. EDUTECH to complete recruitment formalities

SELECTION PROCESS

We prefer to select applicants through either face-to-face interviews or practical tests in the presence of the foreign employer or their authorized representative. The selection process is conducted in a healthy and congenial atmosphere, with logistical support provided by our agency to ensure fair and impartial selection in the presence of expert

ORIENTATION BEFORE DEPARTURE

A.S. EDUTECH HR Consultant provides basic orientation to candidates before they travel abroad. Candidates are informed about their duties, responsibilities while abroad, and are given firsthand information on the work environment

SOURCING METHODOLOGY

We follow a multi-channel approach to identify and attract the best talent. This helps us respond quickly to urgent and large-scale manpower needs. Our sourcing methods include:

- Internal talent Data-bank
- Focused headhunting
- Job portals and professional networks
- Print and digital advertisements
- Walk-in applicants
- Partnerships with local and regional agencies
- Support from associate offices in key cities

