

[www.es-africa.com](http://www.es-africa.com)

**ES**Africa

Partnering People... Creating Change.

Search and Selection  
Employment Assessment Analysis  
Outplacement Employment Services  
Payroll Processing



**ESAfrica** has been a leader in the recruiting industry for over seven years. We have met the recruiting and staffing needs of many of the largest corporations in the nationally and in others parts of Africa.

Our recruiting services are designed to bring competitive cost-effective recruiting to a broad spectrum of industries and positions. Our Recruitment consulting, outplacement and payroll services provide additional cost benefits to our clients.

Our goal is to provide quality prescreened candidates in order to increase our clients' hiring ratios and elevate the overall quality and performance of their workforces. ESAfrica can significantly increase the quality of your candidate pool, producing only interview-worthy applicants.

Our services can be a cost-effective alternative to conventional HR recruiting programs through the introduction of our e-recruiting products. E-Recruitment can improve efficiency and effectiveness of the recruitment process using a centralized platform, workflow automation, reducing use of paper, saving cost and time with increased productivity.

### **CHOOSING ESAfrica**

Our objective is to make a positive difference in how our clients conduct business. We look to develop a business relationship with our clients in order foster a supportive approach to some of the major decisions affecting their organizations.



**ESAfrica**

## Recruitment Services

Today, more and more progressive organizations are recognizing the benefits of engaging a specialist to implement all or part of their recruiting process. At ESAfrica we can manage your recruitment process, which includes: Candidate Sourcing and Selection, Candidate Evaluation, and Interview Scheduling.

### CANDIDATE SOURCING

Candidate sourcing begins with a thorough understanding of the position requirements and the corporate environment in which the successful candidate will be expected to perform and succeed. At ESAfrica we use 3 approaches:

- Media and internet advertising
- Headhunting passive candidates, and promote your company in order to attract top talent.
- Referral Network

### CANDIDATE EVALUATION

Candidate screening is a critical initial step in the recruiting process. We use an in-depth qualification process to determine the candidate's interest in the opportunity, employment eligibility, availability and current compensation/benefits.

A candidate will be subjected to an assessment process in which specific computer skills tests will be administered and evaluated as part of the screening process. The candidate's experience will be evaluated in relation to the position requirements and specifications. Upon successfully completing the assessment process, the candidate will be referred to the hiring manager for the initial company interview. After a candidate is identified as a potential hire, employment verification (optional) checks can be conducted.

### INTERVIEW SCHEDULING MANAGEMENT

ESAfrica can manage interview logistics and be responsible for managing schedules and assist in gathering travel documentation if necessary.

### e-RECRUITMENT

e-Recruitment is the integration and utilization of internet technology to improve efficiency and effectiveness of the recruitment process. It is a highly advanced, fast, and convenient version of traditional recruiting processes. The entire recruitment process can be executed online.

This involves:

- Posting jobs in real-time and managing already posted jobs
- Searching and matching candidates in resume database
- Able to filter resumes by skill set, years of experience, etc
- Brand building by taking advantage of our Employer Feature and Job Advertising products

### HOW ESAfrica's RECRUITMENT PROCESS MANAGEMENT BENEFITS YOU

- Decreased time to hire
- Increased employee productivity

Dedicated to providing our clients the most qualified candidates.

Contact Us Today:

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## Employment Assessment Analysis

ESAfrica helps ensure that you are getting the skill sets you need from the candidates you hire. Thanks to computer skills testing and behavioral analysis, you can rest assure that you are choosing the people you need.

### COMPUTER SKILLS TESTING

Computer skills testing are critical to assessing the core competencies of candidates. ESAfrica can administer efficient assessment tool (Microsoft, IT, Accounting, Basic Skills) to ensure that you obtain the most valuable information in the hiring process. On request, we can also develop tailored skills test.

### BEHAVIORAL ANALYSIS

ESAfrica's behavioral analysis can measure a candidate's attitude and intrinsic characteristics to determine whether he or she is likely to be a good fit for your organization. This valuable assessment process can give you one more tool when making a hiring decision.

Poor hiring practices result in lost time, long training periods and the employment of marginal-performing employees. Pre-employment testing can minimize these costs and keep your company performing at peak efficiency.

### HOW ESAfrica's EMPLOYMENT QUALIFICATION ANALYSIS BENEFITS YOU

- Avoid time-wasting interviews with unskilled candidates
- Determine the candidate's attributes and match them to job requirements
- Identify candidate deficiencies

Dedicated to providing our clients the most qualified candidates.

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## Outplacement Services

Whether you use the term corporate downsizing, staff reduction or industry realignment, releasing employees will have a negative impact both on the employees released and on those remaining. In addition, your public image can be affected if it is perceived that downsized employees are not treated in a professional and respectful manner.

### RESUME AND LETTER PREPARATION

The resume is a critical communications tool a job searcher must utilize in order to be considered for a job opportunity. Having a professional resume greatly improves the chances a candidate's resume will be reviewed. In ESAfrica's outplacement program the job searcher will learn how to create an effective resume for the specific job opportunity.

### INTERVIEW TRAINING

The job searcher will learn how to prepare for an interview and what to expect on the interview. Preparation is key in making that first impression more positive and exhibiting confidence and knowledge.

### JOB SEARCH TECHNIQUES

Although there are seven basic approaches to a job search, they have varying degrees of effectiveness and usefulness. ESAfrica's outplacement program will discuss each job search technique and its applicability to the individual. The job searcher will learn how to effectively utilize time to maximize the effectiveness of the search process.

### ONLINE AND SOCIAL MEDIA SEARCHING AND NETWORKING

Internet, social media and networking are vital job search tools. Utilizing these tools effectively is critical to the job search process. The job searcher will learn how to utilize current technology and trends to develop an effective job search.

### SALARY NEGOTIATION STRATEGIES

After conducting a successful job search, negotiating the terms of employment can be a challenge. With ESAfrica's outplacement program the job searcher will learn how to negotiate those crucial terms such as compensation, benefits, vacation, training and perks.

### ONLINE , CLASSROOM OR ONE ON ONE COACHING AND INSTRUCTION

With ESAfrica's outplacement program the client can choose to provide any level of outplacement service from an economical online program, to a program with an instructor or coach to guide the displaced employee through job search, career or business development.

### GOAL SETTING AND PLANNING

An effective job search or career/business development requires goal setting and planning. With ESAfrica's outplacement program the displaced employee will learn how to set goals and prepare plans to meet those goals. With an effective plan and goals, the process becomes an organized process and minimizes down time.

### HOW ESAfrica's OUTPLACEMENT SERVICES BENEFIT YOU

- Provide an economical outplacement benefit program for your employees
- Maintain employee morale and motivation
- Foster positive public relations and perception
- Increase communication with downsized staff

Workforce Change  
Management to enhance  
your business.

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## Payroll Services

Managing payroll is a critical task for a company and consumes valuable resources in terms of manpower and time. At ESAfrica we can manage the payroll operation for you and bring you convenience.

### PAYROLL SOLUTION

Our payroll processing service includes the following:

- Payroll tax payment
- Employees Direct deposit pay
- Pension payment

### DIRECT DEPOSIT

With direct deposit your employees can enjoy the convenience of having payroll funds deposited directly into their accounts. In addition, direct deposit provides you with added security and eliminates those lost check replacement problems.

### DEDUCTIONS

Withholding and remitting employee deductions is an integral part of payroll. Our process includes remittance to the appropriate authority.

### HOW ESAfrica's PAYROLL SOLUTION BENEFITS YOU

- Reduce time and staff required to remit payroll
- Eliminate payroll tax filing administration
- Improve employee satisfaction with direct deposit

Our payroll processing service will save you time and reduce overhead costs for payroll administration.

Payroll Solution that makes the complex, simple and convenient.

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# ESAfrica helps businesses maximize employee productivity

FOR MORE INFORMATION:

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