

Service Scope

1. Recruitment Service

- a. Drafting a job portfolio in Chinese / English, formulating a search strategy, conducting CV search via recruitment databases, conducting brief phone check on a candidate's availability, and providing CV (if any) within 2 months
- b. Placing advertisement, gathering applications without screening (in two databases for 3 months)

2. Interview Service

- a. Arranging logistics for interviewing by employers (in WTS or your office)
- b. Conducting initial interviews by WTS
- c. Conducting tests on behalf of employers by WTS (only in English, Chinese, tax, accounting) *

3. Employment reference checking

- a. Conducting checks in writing or by phone to ex-employers (including referees) for feedback (if any) *

4. Qualification Checking

- a. Verifying professional qualifications *

5. Remuneration Review

- a. Remuneration review based on market salary trends

6. Employment Contract

- a. Draft employment contract based on China labor and tax regulations
- b. Review employment contract based on China labor and tax regulations