

Ügyfeleink közül Some of our Clients



Rólunk mondták Our Partners' opinion



■ „A Doit HR állandó jelenlétének köszönhetően, saját HR rendszereink fejlesztésére, javítására is kaptunk ötleteket, javaslatokat, így nem csupán szolgáltatónká, hanem stratégiai partnerünké is vált.”

„Due to Doit HR's continual presence we have learned some new ideas and advices for the improvement of our HR systems, therefore Doit HR not only become our supplier but also our strategic partner”

Décsei Lajos Ügyvezető igazgató / CEO AFL Hungary

■ „...a munkásszállókon élők motiválása nehezebb, mint azon munkavállalóinké, akik a családjaik közelében maradhatnak, de a Doit HR kollégái részéről történt kiemelt figyelemnek, valamint az egyéni motivációs és juttatási rendszerüknek köszönhetően a kölcsönzött dolgozók könnyebben be tudnak illeszkedni a saját állományunk közé.”

„...the motivation of employees living at hostels is harder than of those who can remain in the circle of their families, however due to the exceptional attention of the colleagues of Doit HR as well as to their individual motivational and benefit system, the host employees can easier adapt themselves to our own workforce.”

Völgyi Éva, mb. HR vezető / mandatory HR Director, Sanmina SCI Hungary

■ „Közép- és felsővezetői közvetítésük az alkalmazottak felkészültségét bizonyítja. Rövid határidővel találták meg a betöltendő pozíciókra jelöltjeiket.”

„Their permanent placement of middle and top management proves their colleagues' professionalism and preparedness not to mention the short period of time needed to find the appropriate candidates.”

Horváth András HR manager Dunainjection Plastic Factory

■ „Szolgáltatásuk gyors, rugalmas és precíz. A cég kollégái kiemelten foglalkoznak a kölcsönzött munkavállalókkal és egyéni problémáikkal, amely a hasonló cégek között egyedülállóvá teszi munkájuk hatékonyságát, s így a fluktuációt a saját állományú dolgozói szintjén tartják.”

„Their service prove to be prompt, flexible and precise. Their dedicated colleagues pay great attention to the host employees and their personal problems that makes the efficiency of their work unique among their competitors, so their fluctuation is kept on our own employees' level.”

Frey Attila Beszerzési vezető / head of purchasing Continental Automotive systems

Temporary placement



The aim of temporary placement is to provide the best solution in the field of workforce management and exploit cost effectively one of the atypical forms of employment. In the process of headcount expansion, our Client, if required, needs to participate only at the last step of the recruitment process and from the candidates up to the multi-level testing, select the most appropriate employees for the company.

Beside white collar temporary placement significant expansion has happened in the field of blue collar temporary placement as well. The need for this primarily arises in such service fields where beside the factual manufacturing activity administration, or after the sold products and services support is required. Such fields can be: database maintenance and handling, administration, trade, financial tasks, after-sale support and telecommunication (call centres).

The complementary services related to temporary placement require close partner relations.

In case of white collar temporary placement we recommend our „on-site management” service. If required, above 40-50 host employees we operate an outplaced office at our Client’s site where we can handle all employment related administration at once. In the frame of our follow-up activities from the data related to the temporary placement we prepare reports and together with our Client we regularly analyse them.

Making sure about the employees’ capabilities and their adequate work, in case of the “Try and hire” solution the host colleagues get into the Client’s own workforce after the definite temporary placement time.

We keep contact with our Clients on several professional levels. The entry and exit of the host employees as well as all employment administration happen in accordance with the legal rules and regulations; can be checked at any time. We develop a personal and long-term relation with the employees, during which we take into consideration their individual motivation as well.



Permanent placement



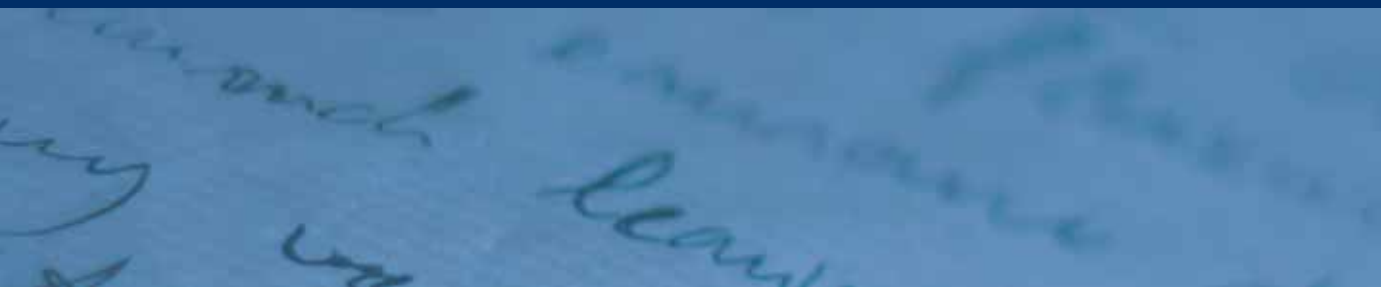
Our main intention is to present the best candidates for our Client. On the basis of our professional experience we can ease the hiring process, after a thorough and efficient recruitment, we use multiple screening to find the most suitable candidates for the given position.

We undertake a guarantee for the new employee, so in case during the guarantee period any of the parties decide to cease the employment, in a short time, we present a new candidate free of charge.

It may happen that you do not wish to publicise that you are looking for new employees. Our company offers a solution for this case as well. Due to our extended human capital and experience with the help of our headhunting service, in few weeks time we get in contact with the professionals of the determined companies and directly offer them the new opportunity.

During the discussions on the personal meetings with the Client we learn the searched candidates' tasks, the requirements, their future colleagues and superiors. The candidates are searched via several channels – from applicants of the advertisements, from databases, via our relations or other ways. After a thorough telephone pre-screening of the potential candidates we carry out semi-structured interviews to measure the person's skills, professional experience and other knowledge. If required we test their language skills and other competences.

We continuously inform our Client about the recruitment and selection process and before personally presenting the candidates we test them graphologically and psychologically if necessary. After the placement we also keep contact with both our Clients and the employees to efficiently handle the arising problems and acting proactively in any cases.



HR outsourcing



Outsourcing a given or all the HR functions in case of HR administration, payroll and social security administration is common. However, the functions that can be outsourced by a service provider are not restricted only to the above mentioned ones. Doit HR. undertakes the operation of even all HR functions and the development of customised human resource management strategy as well.

Cost-efficiency is the most common aspect that leads to outsourcing. Our colleagues carry out the labour tasks fast and professionally that service may be extended to the recruitment and selection of the employees, the analysis of the new and present scope of jobs, the preparation of the job descriptions and on the basis of that the development of the performance appraisal, the motivation as well as the compensation and benefit systems and the draw up of the training plan. We continuously improve our own, carefully developed IT system that significantly simplifies and automates the tasks, re-

markably reduces the number of mistakes and guarantees the meeting of deadlines. In addition, we regularly assure the opportunity that beside the management, the employees could also be informed about the process of the outsourcing since we regard the employees' awareness and satisfaction as key factors.

Our HR outsourcing service may serve as a solution not only for the multinational but also for such dynamically growing small and medium sized companies that intend to focus on their core activity while require exact and up-to-date information on the different fields of HR matters. According to our Clients' requirements, we continuously inform them about the current situation of human resources management. We develop the company's HR controlling system to make the employees' performance measurable and comparable. The operation of an efficient HR outsourcing service requires precise cooperation with the Client. With the adequate development of the outsourced tasks, an efficient and reliable long-term relationship can be achieved.

Cafeteria consulting



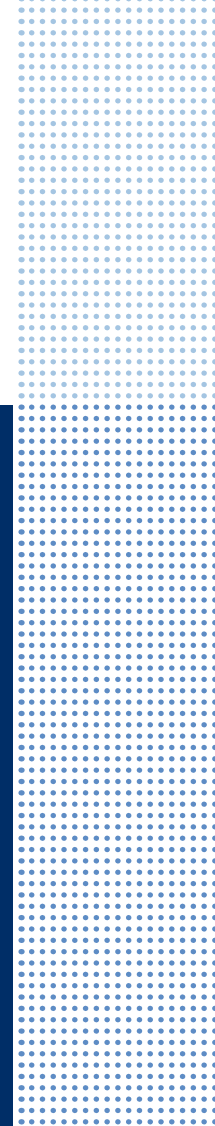
We know that salary is a key question not only for the employees. The expansion of the non-monetary benefits has become more and more popular and well-known among companies. Since at every corporation salaries and their contributions take up the largest monthly expense, the optimal development of the compensation and benefit system is essential for both the employers and the employees!

By means of our cafeteria solutions your company can give the employees such tax-free fringe benefits of which the elements can be chosen at will. From the given budget, taking into consideration the companies' aims and the employees' requests, we develop an ideal compensation and benefit system.

As in case of all novelty, the most important and decisive step of the cafeteria system is its introduction and the precise information of the concerned parties. In case the employees are professionally and thoroughly informed, it becomes ob-

vious for them that due to this system they can spend more money in such a way that they would cost the same for their employers, so they will welcome the idea. Our consultants are pleased to inform the employees and answer all their questions.

A possible disadvantage of the cafeteria system is its great demand for administration to which we operate a simple and reliable planning and registry system. With the help of it, the already allocated scope of benefits required by the employees is quickly registered without mistakes and the available amount in case of those employed during the year is automatically determined. As a default setting, in case of the tax- and contribution-free fringe benefits the system does not allow to give more than defined and warns if the frame is exceeded as well.

A small, partially visible table with a grid of numbers, likely representing financial or statistical data. The table is oriented vertically and shows several rows of numerical values.

Performance evaluation, employee satisfaction



How do you utilise the results of the performance evaluation, working environment and satisfaction surveys at your company? Do you communicate them to all your colleagues? On the basis of our experience, in case of most companies they do not have or only have limited opportunity to present the final, summed-up results to the employees filling the questionnaires. However, these include information of great importance not only for the management and the HR professionals but all colleagues as well.

We developed such a spectacular and easily understandable visual system where all colleagues can readily look into either to the summed up results or to the individual opinions up to their authority level. Useful and informative data may be gained focusing not only on the concrete numbers. They outline the differences and the best results, giving an opportunity that beside the objective evaluation, the subjective opinions can also be learned. Our system can handle the feedback between the divisions, functions and teams as well as that of the members

of ad hoc or short-term projects and their self-evaluations as well. These can be compared and converted into valuable information by means of previously determined weighting methods.

The employees can be evaluated according to different aspects – efficiency, effectiveness, team-work, customer orientation, initiative and motivation – all of which are appropriate for generating numeric (i.e. percentage data) information and descriptions as well. Depending on the company's culture the direct superiors and team-members can receive partial or complex feedback about their colleagues and subordinates. The employees can access to their data and the others summed-up results by individual passwords.

Our evaluation system can be linked to the training and the compensation and benefit system at will, to make the HR processes easy to follow and transparent to all. The system is customised to all companies individually to meet our Client's requirements.

HR IT services



Human resources management amounts to great responsibility and a lot of administration. To ease these tasks we have developed our own special, customisable and modulated information system.

With the usage of our online web-based accessible processes there is no need to install any other software. From the application of the candidate to the employment, including the monthly payroll and statistics on headcount and salary related costs, via the performance evaluation and the definition of the salary and sick leaves up to the continuous communication with the employee all can easily be handled.

What we offer is the complex online management of the HR processes: the HR strategy becomes transparent and the HR politics can be registered. Our system can handle the compensation structures and the so-called time-management can be realised, which means that the employees' attendance can be integrated to the information system developed by Doit HR.

Beside the planning and customisation of the employee related templates, contract forms, working hours/shift and workforce forecast, by means of our online solutions the career programmes, the complete talent management can be handled as well, in addition the individual career plans, the introduction of the performance-based compensation system and the follow-up can also easily be solved.

In case of our temporary workforce the system works efficiently, using it we spare a great amount of time and energy. We have significantly reduced the miscounting and the time spent on control. On the basis of continuously generated or archived data reports and statistics can be prepared.



Employer Branding



The aim of our Employer branding service is that beside the company's products and services to popularise the corporation itself for the current and potential employees. The number of adequately qualified professionals is low on the Hungarian labour market, so it is important for your company to be regarded as a prestigious workplace to be employed for every employee.

A few employers have already recognised the importance of Employer branding. They appear at job fairs, organise their own open days to inform the enquirers, place advertisements and PR articles on job portals and in newspapers. Significant results however can only be achieved by thorough strategic planning and effective targeted communication.

Combining the theoretical and practical knowledge of HR and marketing we can work out such solutions for your company, with achievements beyond expectations, that present your corporation as an outstanding employer for both your target group and employees and last, but not least for your competitors. Having a comprehensive knowledge of the Hungarian labour market and the most up-to-date HR trends as well as of the management's decision mechanism, our consultants guarantee that the choice of the appropriate communication channel and the development of the transmitted message with the help of our Employer branding service will be at the right place!

With the help of our Employer branding service your company will become image worthy, with job advertisements standing out of the other opportunities you can find the adequate workforce for your company!

