

Xperts Human Resource Management Solutions

- *Performance Management*
- *Workforce Management*
- *Job Definition & Hiring*
- *Personnel Policies & Employment Law*



KnowledgePoint[™]
a recruitmax company

ISO-Xpert Management & IT Consultants

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ISO-Xpert Introduction:

ISO-Xpert is a prominent Management consulting company founded in 1997 in Pakistan. We offer multi-disciplinary consulting services in accordance with well recognized models of management systems such as ISO 9000, ISO 14000, SA 8000, WRAP, HACCP, OHSAS 18000, C-TPAT, Eco-Labeling etc.. Updating knowledge by continuous research and developing better systems is our hallmark.

Our Mission

"Your Partners in businesses problem solving....."

ISO-Xpert are proud to be the strategic partners with US based and world top ranking Human Resource Management Solution providers: **"Knowledge Point LLC, a subsidiary of Recruit Max Software, Inc."**

The Purpose of this collaboration is to introduce latest Human Resource tools & software to Pakistan Industry in order to meet and comply with Human Resource essential requirements. We help your organization in selecting and implementing these tools as per your organization needs and we also provide effective training and consulting to your team on all our solutions.



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What is Human Resource Management (HRM)?

HRM Objectives:

- Staffing
- Retention
- Development
- Adjustments & Compliances

HRM Activities

Philosophy
Policies
Programs
Practices
processes

Definition:

HRM as we know it today has evolved through four growth stages: file maintenance , govt. accountability , organizational accountability, and strategic partner. HRM is also termed as "strategic HRM" referring to the wisest possible use of people with respect to the strategic needs of the organization. An integrated framework that systematically links HR objective & activities with strategic business needs.

Philosophy:

"people are the most valuable assets of the organization"
"Treat, Train, Develop your people well they will be Retained"

Benefits:

Higher productivity, Better Quality of work life and Profit.
Compliances with local and international laws/rules.
Makes your HR work more organized & systematic.

Ultimate Employer

Suitable for Small to Medium Size Organization
Everything your HR Department Needs..

Who can Implement this Software?

(Manufacturing textiles & clothing, pharmaceutical & Chemicals, engineering & Automotive, Banks, Hotels, Hospitals, Educational Institutes, Insurance & Leasing Co., (Soft wear House & ISP's) & others

Project Estimate: \$2000

- Including License Software, Training & Consulting.
- Duration 2 months.

Everything you need to easily manage your workforce. Contains four of our best selling programs (People Manager, Performance Now, Descriptions Now, and Policies Now) so you can manage crucial personnel tasks and write meaningful employee reviews, effective job descriptions, and customized personnel policies.

1- Policies Now

Write, publish and maintain highly customized, legally appropriate employment policy manuals that reflect your organization's culture and values.

2- Descriptions Now:

A complete, customizable solution for creating and managing job descriptions across your organization

3- People Manager:

People Manager makes it easy to keep accurate personnel records and document actions like hiring, promotions, reviews or terminations. It reminds you about important events like benefits eligibility dates, and it gives you flexible options for tracking attendance and interfacing with your payroll service. It's like having a full time HR expert to centralize all your employee information, alert you to the legal significance of employee management issues, and provide you with expert human resource advice.

Spend less time wondering about what you might have overlooked. Protect your company from litigation and build employee confidence by making sure nothing falls through the cracks!

Get organized. Get informed. Get People Manager

4- Performance Now:

Developed for small to mid-sized organizations, Performance Impact Workplace transforms employee review writing into an effective, year-round performance management solution for your entire organization.

Who can Implement this Software?

Enterprise Version

Work place Version

Single user

Net Based and

Client Server based

application

Project Estimate: \$3000 onwards

Including Single License Software, Training & Consulting.

- Duration 3months.

Manages all your crucial personnel tasks with ease:

- Keeps accurate attendance records
- Automatically reminds you of important personnel-related tasks
- Puts critical employee and benefit information at your fingertips
- Reminds you of key benefit eligibility and review dates, birthdays, and more
- Gives you confidence to handle legally sensitive events such as hiring, promotions, reviews, and terminations
- Provides important HR advice and information

Helps you create a customized employee handbook quickly and easily

- Creates a comprehensive, legally appropriate employee handbook
- Communicates important company policies
- Saves hours of time and makes sure nothing slips through the cracks
- Keeps a historical record of any policy revisions
- Easily publishes your handbook on paper, on your network, or over your company intranet

Writes effective job descriptions and helps you hire right

- Writes legally appropriate, ADA-compliant job descriptions in minutes
- Adds important competencies to better define job requirements
- Sets the stage for good performance by providing a clear understanding of expectations
- Provides a basis for dealing with poor performance
- Helps you defend your organization against employee lawsuits

Helps you write meaningful employee reviews in just minutes

- Makes writing an employee review amazingly fast and easy
- Automatically generates informative, clearly written text to support your ratings
- Lets you determine performance elements, assign weights, and identify individual goals
- Identifies legally sensitive wording and suggests appropriate alternatives
- Helps you manage employee performance issues with confidence
- Tracks performance-related details year-round
- Alerts you to upcoming reviews so you can be prepared

Service Features:

All Analysis are conducted on latest human resource management Software and tools.

Project is delivered in form of comprehensive Xperts Report along with recommendations and Trainings.

Pricing is subject to project complexity & duration.

Formal estimates are issued to the clients after the need analysis is conducted.

Contact Us by phone / email:

- Further Info
- For meeting & Presentation
- Analysis of your organization

Job Designing Consulting:

We provide latest HR consulting focusing on designing jobs and the factors that must be considered related to your industry and processes.

The analysis covers main three categories of the elements of Job Design:

- **Analysis of Tasks**
How Tasks fit together to form a job
- **Workers Analysis**
Determining worker capabilities and responsibilities for a job
- **Job Environmental Analysis**
The physical characteristics and location of the job

Job Design , Work Analysis, & Work Measurement

Job/Work Analysis::

We study your existing work methodology in order to improve or redesign the work in a possible efficient manner.

Our analyst use following latest management tools and observations in order to recommends the best: based on :

- Work Process flowchart
- Worker Machine chart
- Motion Study

Work Measurement::

We analyze how long it takes to do a job. We determine the Average Time for a performing a Job/work by:

- Stopwatch Time Study
- Incentive piece rate wage system
- Work Sampling
- Learning curve

Our Training Courses At Your Premises (for 8 participants)

Service Features:

- Course Folder for each participant
- All presentation on Multimedia
- Certificate Course
- Can be conducted on Half day basis

| Course | Duration | Price (Rupees) |
|---|----------|----------------|
| Work Motivation & Personnel Development | 2 day | 35,000/- |
| Time Management | 1 day | 15,000/- |
| Worker Development & Job Planning | 2 day | 40,000/- |
| Worker Evaluation & Training | 1 day | 20,000/- |
| Health & Safety at Office Premises | 1 day | 15,000/- |
| Health & Safety at Shop floor | 1 day | 20,000/- |
| People Performance Management | 2 day | 45,000/- |



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