PEO人事外包项目实施流程图
PEO HRO Service Process

项 目 部

人事管理及员工服务
HR Services

项目服务团队专业的管理服务
代发工资、代缴社保
员工关系管理
Professional admin service
Social insurance and salary management
Employee relations management

培训
Training

派遣员工基本素质培训
协助客户进行岗前技能等相关培训
Basic Induction
Assist clients in technical training

签订劳动合同
Contract Binding

与派遣员工签订劳动合同
办理入职、社保等手续
Establishment of employment relationship
On board procedure

面试
Interview

按要求及时提供优质人选供客户面试
Pre-selection

招聘
Recruitment

提前储备相关资源并优化配置
招聘部及时反馈信息
Talents reservation in advance
Prompt feedback of candidates' info

项目实施
Service Delivery

合同生效，根据客户要求准备资源
客户需提前招聘具体要求
Preparation in advance
Continuous improvement

派遣服务协议
Service Agreement

提供详尽条款的协议
客户修改相关条款，签订最后版本的协议
Service agreement to guide future cooperation

服务建议书
Service Proposal

按客户要求提供方案书
修改确认方案
Tailor made proposal according to your specific needs

派遣需求
Needs

明确客户的派遣需求
Understanding your needs

市 场 部

Talent 普岩人力