



**firstasia** consultants  
*Winning Business Solution. Be Ahead.*

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## OUR VALUE

COMMUNICATE TO CUSTOMER  
THINK OUT OF THE BOX  
STAY INFORMED  
AIM NEW HEIGHTS  
WINNING BUSINESS SOLUTION  
BE AHEAD



## PSYCHOLOGICAL EVALUATION PROGRAM

Firstasia believes that one of the central activities in the human resource management is the process of selection and recruitment. Surely, a qualified group of people will have a great impact on the optimal development of an organization or a company. Through the method of psychological evaluation, Firstasia offers assistance for your company to search and select the right individual required for a particular job. The evaluation result can plot and indicate the candidate's competencies in relation to the required competencies. These competencies derive from a psychological measurement known as The Big 5 Five Personality at Work™.

At Firstasia Consultants, the candidates are psychologically evaluated through a series of activities, which includes:

- Computerized test guided by qualified instructors.
- Structured Interview.
- Observation during the tests and interview.

All these evaluations take place at Firstasia Consultants, and take up to 4-6 hours at one time.

Firstasia Consultants also provides the Advertisement Service of job opportunity and assist the selection from application letters which are suitable for the qualification needed. The advertisement fee is according to the media printed price and we also provide the free design of the advertisement.

# PSYCH-TOOL DESIGN

By having your own personalized tools for selecting the right people, surely will give advantages and benefits for your company. Besides the flexibility in administering the tools, to create valid tools to identify the right person that are in line with the company's needs and values is a must.

Nowadays, in the recruitment process, numerous companies are competing to get the best talent in quick manner of time, since others are also targeting the best talent. Moreover, to discover your existing employee's potentials which are in line with company culture is also inescapable.

Since every company has their own cultures and values, therefore, by having personalized and unique tools will facilitate them to do the mapping their potential employees. When designing a tool, firstasia consultants will do the adjustment, so that it will consistent with your specific needs. These are the steps that will be conducted when designing a tool.



## 1. Needs Analysis

Which includes the field survey in order to know the specific needs that the company has.



## 2. Defining Psychological Construct

To define the psychological constructs that will be used for the base of the design of the tool.



## 3. Construction Design

After following these steps, then the needed tool is constructed.



## 4. Creating Process

The tool will start to be created and after that will be tested to check its validity and reliability levels, thus the tool that can accurately and consistently measure employees' potentials is obtained.



## 5. Launching Stage

The tool will be handed to the company and a training for the test administrator in the company will be given.



# EXECUTIVE SEARCH

Offers you in assisting company recruits high quality candidates at the middle to upper level of Managers and Executives. We uses a method of recruiting by identifying, approaching and assessing candidates skills and experiences best match with your requirements.

We are aware that every search is unique. The company, the corporate environment, the organizational structure, reporting relationship and personalities of those connected with the position to be filled, and the urgency, are all have important bearing on the search process.

1

We meet our client in order to have full understanding about the vacant position

2

Project agreement assignment process

3

Our internal high quality candidate's research and searching process

4

Presenting the most qualified candidates in the form of detail and confidential reports

5

Internal recruitment process at clients

6

Hiring process at clients



## PEOPLE DEVELOPMENT PROGRAM

Offering tailored and customized in house training programs upon client's need so that all content programs are able to be re-modified in accordance of every clients' objective.



### LEADERSHIP DEVELOPMENT SERIES

Leading Change  
Motivational Coaching  
Building Team Synergy



### SELF DEVELOPMENT SERIES

Breaking The Box  
Motivate Your Self  
Effective Time Management  
Proactive Communication  
Professional Presentation  
Creative Problem Solving  
Positive Conflict Management



### SALES SKILL DEVELOPMENT SERIES

Successful Selling  
Handling Customer's Complain  
Win-win Negotiation  
Providing Quality Service



## HUMAN RESOURCE MANAGEMENT SERVICE

To assist organization to manage people so that both people and organization are performing at maximum capability, productive effective and efficient.  
Our Scoope of services:

Recruitment Management covers all types of consultations relating to hiring strategies.

Performance and Reward Management covers all types of consultations relating to reviewing employee performances, arriving at a rating and then deciding upon the bonus or salary hike.

Training and Development Management covers all types of consultations relating to planning, directing, and coordinating programs to enhance the knowledge and skills of employees.

Succession and Career Planning Management covers all types of consultations relating to identifying and mapping individual's talent that leads to organizational talent identification and mapping.

HR Planning Management covers all types of consultations relating to ensuring that organizations have the human capital capacity necessary to achieve their goals and effectively deliver results now and in the future.



## ASSESSMENT CENTER

**Firstasia Consultants** offers a special service for more comprehensive selection process using the Assessment Center, which includes multiple methods to find the right person for the job. Before conducting the assessment center program, the position in need will be analyzed to gain important information about the indicators and competencies needed to carry out the particular job, i.e. job competency requirements. Then the assessment is designed based on those job competencies.

The methods used in designing the assessment center will depend on the competencies that will be measured. In general some of the methods that will be used are:

### Inventory

The participant is asked to fill out a personality inventory, where the items are designed to measure the behavior in the work field known as The Big 5 Five Personality at Work™.

### Presentation

The participant will be given amount of time to prepare and conduct a presentation.

### Leaderless Group Discussion

The participant is asked to discuss a problem or topic previously decided by firstasia consultants and the client company involved.

### In-Tray Exercise

The participant is asked to respond to various items that are already prepared in an in-tray exercise. The task is to write down what he or she will do in real job.

### Role Play

The participant is asked to play a particular role required in the company and is asked to play against another individual acting out another type of role.

### Case Analysis

In case analysis simulation, a written case will be given to be further analyzed and participants must present the result of their analysis.



## FIRSTASIA ONLINE TEST

The development of information and technology are rapidly growing and making everyone feel the needs to taste this innovation also. Right now, distance is no longer an obstacle for everyone to interact with each other. **Firstasia Consultants** see the opportunity that this current developments can be used not only to communicate, but also to provide the best recruitment service even hindered by distance. Nowadays, every companies are looking for the access of everything instantly. Not only limited for information, but also obtaining services including recruitment service.

Now **Firstasia Consultants** provides a service to meet customer needs. By building a recruitment system which is integrated with online network, **Firstasia Consultants** provide psychological testing via online. Clients will no longer feel the difficulty to obtain psychological testing services as long as they are connected with online network and of course, with **Firstasia Consultants**.

# FACILITIES

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