

Your Recruitment One Stop Shop



Attracting the best candidates to your organisation can be a highly competitive task, and securing top talent can significantly contribute to your business's success.

No need to pay those agency fees - let us tailor a solution to suit your business.

What is included in our Recruitment packages?

- ✓ Tailored solutions to suit your recruitment needs
- ✓ Support from our HR Advisory team to successfully implement your recruitment process
- ✓ Access to our Freemium membership with a wide range of resources to support your business
- ✓ Our monthly newsletter which includes the latest HR news

Which option would suit my business?

Our recruitment services cater for all sectors and organisations of varying size and scale. These can be tailored to suit your specific needs, environment and operating framework. Below is an overview of our options. Choose what suits your time, budget and expertise.



Recruitment Services

Our packages are tailored to suit you and your business's needs. Choose which options suit your needs and we will provide you with a personalised quote.

OPTIONAL INCLUSIONS

Creation & Review of Position Description	<input checked="" type="checkbox"/>
Advertisement of your vacancy	<input checked="" type="checkbox"/>
Candidate Response Management	<input checked="" type="checkbox"/>
Resume Screening & Shortlisting	<input checked="" type="checkbox"/>
Phone screen of shortlisted applicants	<input checked="" type="checkbox"/>
Design of behavioural Interview Guide	<input checked="" type="checkbox"/>
Attend Panel Interviews	<input checked="" type="checkbox"/>
Skills Assessment	<input checked="" type="checkbox"/>
Behavioural Profiling	<input checked="" type="checkbox"/>
Reference Checks	<input checked="" type="checkbox"/>
Offer	<input checked="" type="checkbox"/>
Employment Letter of Offer	<input checked="" type="checkbox"/>
Notifying unsuccessful candidate/s	<input checked="" type="checkbox"/>
6 - 12 Week Probation Review Check	<input checked="" type="checkbox"/>
Access to HR Advice Online Freemium	<input checked="" type="checkbox"/>

Overview of Inclusions



Detailed overview of recruitment package options

Create/review Position Description

Review and confirm provided position description including key competencies, skills and qualifications, duties and responsibilities. Confirm salary range, employment status (maximum term, permanent, part time hours/days and package details).

Advertise your vacancy

Maximise your advertising reach by creating and posting an engaging and informative advertisement. Options - variety of online sites (seek, adzuna, Indeed, Uni sites, community sites) social media and your website. Expected time frame 1-2 days once preferences are confirmed for advertising platforms and associated costs.

Candidate response management

Provide HR Advice Online contact details in advertising, to manage phone and /or email enquiries on your behalf, saving you time. Unsuccessful emails will be sent to applicants that do not reach interview status by HR Advice Online. Interviewed applicants will be given feedback by you once a decision has been made. 1-7 days depending on advertising timelines.

Resume screening & short listing

Review all resumes against key criteria. Select those that meet the criteria and deselect those that don't. Create a short list of the best applicants (max 3-5) for your consideration. 1-3 days from close of advertising period.

Phone screening of shortlisted candidates

Complete phone screening for shortlisted applicants or provide support for your business when contacting shortlisted candidates

Design Behavioural Interview Guide

Develop specific competency-based questions to identify the strongest applicants. Ability to make decisions based on past performance and demonstrated skills.

Attend Interview panel

Conduct first round interviews on your behalf. Attend second round interviews with client representative/s (maximum 3). Support and advice in the decision-making process. Onsite or Online interview process

Skills assessment

Role specific - discussion to identify if any skills assessments are required. ie computer-based skills

Behavioural Profiling

Extended DISC® profile completed by the preferred applicant/s to assist in identifying strengths and development areas for an individual. The Personal Analysis report provides valuable insight and specific unique tips to support and enhance communication and teamwork in the workplace. Completion of applicant assessment and report summary.

Reference checks

Complete reference checks on shortlisted applicant/s to assist in decision making process. 2 references per applicant. Tailored to meet key selection criteria.

Offer

Offer to the preferred candidate. Make verbal offer and confirm details for the formal letter of offer.

Employment Letter of Offer

Customised letter of offer for the position, relative to industry and business.

Notification to unsuccessful candidates

Complete notifications to unsuccessful candidates, including phone calls to those interviewed and emails to those not shortlisted.

6-12 week Probation review check

Discussion with a HR Advisor to review performance against KPI's and Position Description. Support and advice regarding the performance management process.