



Contract Recruitment services



OUR SERVICE MODEL

The temporary or contract recruitment service offered by ERA Personnel includes the creation of and placing of internet advertisements, sourcing candidates via internal networks, partners and databases, basic personality profiling (only if specifically requested by the client), screening of applications and the interviewing, selection and short listing of candidates. Professional reference checks are also completed as part of the service.

This service is designed to provide the client with temporary or fixed term staffing solutions where the candidate remains the employee of ERA Personnel but is under the direct supervision and care of the client.

ERA Personnel also offer a number of unbundled recruitment and HR services as well as the fully bundled recruitment service mentioned above. These services include, but are not limited to, interviewing, short listing, profiling and more.

OUR APPROACH

ERA Personnel follow a quality accredited recruitment processes that is very straight forward, yet effective. Our consultants commence each assignment by focusing on having a clear understanding of the clients' requirements. We then utilise a variety of search options and tools to identify potential candidates for further assessment and consideration. An overview of the key steps in any recruitment activity undertaken is as follows:

1. Clarification of Client Needs

Effective recruitment necessitates a clear identification of the skills, knowledge, experience, qualifications and personal qualities that the client is seeking. In some cases clients' have clearly identified these attributes and where they have not, we help clients to develop position profiles to capture key position details ensuring we clearly understand the client needs to get the 'best fit' between the candidate and the position on offer.

2. Identify Potential Candidates

Having determined the clients' requirements, we begin to identify candidates that match this specification. We utilise a number of sourcing strategies including our extensive data base of candidates, partner organisations, advertising and direct sourcing through industry contacts, newsletters, associations and social networking.

3. Assessment of Candidates

Having identified potential candidates, our specialist resourcing staff will undertake a detailed review of each resume to ensure that the skills, knowledge, experience and qualifications meet the position specifications. Suitable candidates are interviewed and appraised based on their ability to demonstrate and/or validate the skills and knowledge identified in their resumes. Where required, skills testing and profiling activities are undertaken at the time of interview.

4. Candidate Checks

Once we have identified a suitable candidate or candidates, the final step in the process is to undertake a variety of checks to verify details provided including:

- Education verification including requirements to produce original certificates, diploma or degree and verification with the relevant institution.
- Validation of professional qualifications, licences, permits and training through original documentation and verification with the issuing authority.
- Validation of Visa details including permanent residency, citizenship or work permits.
- Verification of previous employment history, work performance and details.
- Complete background checks including police checks (where required by client).

5. Candidate Recommendations

Having identified an appropriate candidate(s) and completed the aforementioned checks, ERA Personnel submits candidate resumes to the client for consideration. Note that in some cases, candidate checks may not be completed for a variety of reasons including where clients wish to review potential candidate's resumes as a matter of urgency or a candidate requests that current workplaces are not contacted until there is a likelihood of a placement offer. In such cases, the client is always notified that checks are pending when candidate resumes or selection reports are provided.

In the case of temporary or contract staff, candidate resumes will include:

- A charge rate (either hourly or daily) which includes the total charge payable by the client (either hourly or daily) + GST and is inclusive of all standard statutory charges and our margin.
- The candidates availability.
- A summary of their key skills and experience.

6. Client Assessment

Having reviewed the resumes, clients may then wish to organise for ERA Personnel to arrange interviews, confirm authority from the candidate to be included in a bid or tender or request that an offer to contract be made.

7. Assignment

If the client wishes to offer an assignment to a candidate, the client will authorise the summary assignment conditions before the placement is confirmed, candidate inductions are completed and the assignment commences.

Memberships & Affiliations



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