

HR SUCCESS Recruitment Packages - Details

- 2x standard packages, though customised packages also available:
 - **Premium Package:** this is our full recruitment service in which we manage the complete process for you, “from go to whoa”
 - **Express Package:** we support you up to interview stage, saving you time and hassle.

	SUPPORT PROVIDED	PREMIUM	EXPRESS
PREPARING TO RECRUIT	GUIDANCE ON POSITION CONTEXT: As required, we will work with you to establish the context for the role (e.g. placement within the structure of the business, position title, key functions, reporting relationships and potential remuneration)	✓	✓
	DEFINE REQUIREMENTS: <i>Premium</i> - we will review/develop a complete professional position description for the role (incorporating person specification/selection criteria). <i>Express</i> – we will work with you to establish clear criteria on which you can base your selection decision.	✓	✓
RECRUITMENT	DETERMINE STRATEGY: We'll help you determine a candidate attraction and recruitment strategy, to locate and encourage the best candidates to apply.	✓	✓
	IMPLEMENT STRATEGY: We'll draft and place job advertisement(s) ¹ as per the agreed strategy, and also promote the opportunity via our own professional and social media networks.	✓	✓
	MANAGE ENQUIRIES/APPLICATIONS: We will handle initial and ongoing candidate enquiries regarding the opportunity. We'll also receive and collate all applications.	✓	✓
SELECTING YOUR STAR	SHORTLISTING: Once the applications are in, we'll sort the wheat from the chaff (including initial screening) to ensure you only spend your time reviewing the best candidates. In the majority of cases, we'd expect to provide you with a shortlist of 3-6 candidates. (Rest assured, all applications will be made available to you if you also want to sift through them). <i>If you opt for the Express Package, we will at this point also provide you with an interview guide and tips to help you continue the process and select the best candidate.</i>	✓	✓
	INTERVIEWS: We will: <ul style="list-style-type: none"> - schedule/organise the interviews for your final shortlisted candidates - draft interview questions specific to the role (includes incorporation of behavioural interviewing techniques) - prepare paperwork relevant to the interviews, and - participate directly in the selection interviews², to support you in making the best choice. 	✓	

	FURTHER CHECKS: We will: <ul style="list-style-type: none"> - provide guidance and organise/administer agreed psychometric assessments, skills tests and/or criminal record/qualification checks etc., to help you make the right choice³, and - conduct social media and professional referee checks on your behalf and provide a report for your consideration⁴. 	✓	
	DECISION TIME: We'll support you in making the final decision that's right for you and your business.	✓	
ONBOARDING	Once you have selected your star recruit, we can as required help you present the offer and negotiate arrangements to get them on board.	✓	
	If required, we can also organise the necessary paper work (including offer or employment/contracts) (OPTIONAL EXTRA)		
	Finally, we'll relieve you of the burden of advising unsuccessful, interviewed candidates	✓	
PRICING (ex GST):		Most roles \$2,900⁵	Most roles \$1,600⁵

NOTES:

- While we find that our standard recruitment packages suit the needs of the vast majority of our clients, that's not always the case. If you'd like us to customise a package to meet your specific needs, we'd be more than happy to do so - please call us to discuss.
- Our recruitment packages are a "fee for service" arrangement – fees are payable to the extent the services have been provided by us, regardless of whether or not a candidate is ultimately appointed to the role, and regardless of where a successful candidate may be sourced from.
- **Support Guarantee:** While the vast majority of our clients successfully recruit fabulous candidates the first time, things don't always go according to plan. If you do not successfully recruit as a result of the first round of recruitment OR your selected candidate leaves within 1 month of commencement (general staff) or 3 months of commencement (management-level staff) for reasons other than business restructuring or similar, our commitment to you is to support your subsequent recruitment effort for the role at a discounted rate of 50% (excluding advertising costs).

¹ Any third party costs relating to advertising are additional, to be reimbursed at cost (to be agreed in advance).

² Maximum 5 interviews included in package price, including 2nd interviews if required. Any travel costs beyond Sydney metro area to be discussed/agreed in advance.

³ Premium package includes Harrison Job Success Analysis for up to 2 candidates. Any third party costs relating to additional assessments/checks are to be reimbursed at cost (to be agreed in advance).

⁴ Premium package includes social media checks plus 2x referee checks for each of your top 1 or 2 candidates.

⁵ While our standard pricing applies to the majority of roles, there are occasions where a different level of support is required, such as highly-specialised, "in demand" and/or management level roles. Rest assured though, we're always upfront about our pricing, so if an adjustment to the standard package price is required we'll chat with you about this in advance. As we like to say, the only surprises you get when working with HR Success are good ones!

We look forward to working with you....