***PRS***

*Professional Recruitment Solutions*

Proposal to

**JOHN READINGS**

Prepared by: Peter Marchant

Accounts Manager

**General Information**

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**Company Background/Profile**

Professional Recruitment Solutions (PRS) is pleased to present this proposal for John Readings in relation to the resourcing of its staff. We understand you are presently looking to recruit four new members of staff due to the planned expansion of the domestic business. The roles include: one marketing manager, one sales and two customer services consultant/advisors.

This document provides a scope of the services we provide and the recruitment processes we offer.

### *Background on Professional Recruitment Solutions*

Established in 1970, Professional Recruitment Solutions combined the resources of Human Capital and IMP Recruitment. Professional Recruitment Solutions has offices in Sydney, Melbourne, Adelaide and Perth. In each location, Professional Recruitment Solutions offers tailored solutions in Recruitment and Selection and Psychometric Testing services.

Professional Recruitment Solutions advocates a pragmatic approach that is focused on helping our clients achieve the best possible results in the most cost-effective manner. The key component of our consulting methodologies is to work with clients and function as a team. Using this approach, we can be assured we meet your assignment objectives and build long-term relationships to better meet your needs in the future.

Professional Recruitment Solutions is an established provider of recruitment and selection services in the Professional and Retail Sectors. Our specialist consultants provide consistent and proven superior service to you irrespective of your geographic location.

Our quality assured methodologies and sophisticated candidate tracking systems enable us to provide a swift and efficient service to all clients.

By adopting "best practice" recruitment methods we ensure that our clients receive the most effective solution for their business. Consequently, we are able to tailor solutions that can be employed across different locations, levels and positions within one organisation.

Our confidence in the quality of our service resides in the six-month guarantee that we offer for every appointment made.

**Fee Structure**

The fee for every assignment is 15% of TRP (total remuneration package).

The fee is charged in three stages. One third is payable upon confirmation of undertaking the assignment, one third is payable on receipt of a shortlist and one third is payable upon successful conclusion of the assignment. All consulting fees should be paid to PRS within 14 days of receipt.

The six-month guarantee is for replacement of the candidate free of consulting fees. Any out-of-pocket expenses such as advertising will be charged, as required. This guarantee is only valid if all the invoices for the initial placement have been paid within the above trading terms.

PRS also offers a flexible fee structure for clients who choose to use our services selectively. PRS can provide a front-end service to handle the majority of time consuming aspects of recruitment such as fielding advertisement response, screening resumes and telephone interviews. The benefit to companies who chose this option is that they handle ten people instead of one hundred and to not have to handle candidate correspondence. PRS is also better positioned to ensure candidates have a response within short time frames, leaving a positive impression of the firm with candidates and providing a cost-effective solution to their specific recruitment solution. Companies adopt this approach for a number of roles, from customer service team members to sales managers.

Fees for using PRS services selectively, as such, is based on time and materials used.

### *Advertising and Miscellaneous Costs*

All advertising costs will be on-billed to you. As such, these fees must be paid within SEVEN days of receipt.

Any other costs such as travel arrangements for candidates or PRS would be billed to John Readings. The company would ratify any such costs prior to being incurred.

All costs will be in addition to GST.

*Guarantee*

PRS offers a six-month guarantee for assignments managed by PRS.

This guarantee is only valid whereby John Readings has paid the invoices for that placement within the agreed timeframe. The guarantee is not valid if the role recruited for has been made redundant or has changed since the recruitment took place.

Should the guarantee be activated, PRS will replace the candidate free of any consulting fees.

PRS claim a 99% success rate in permanent placements.

**Client Base**

Professional Recruitment Solutions enjoys a number of long term client relationships. We build a strong knowledge base of exactly what makes people successful within each respective organisation.

We believe that this involves not only looking at the technical components of each and every role, but also gaining an understanding of the cultural or motivational fit. This ensures candidates possess not only good knowledge but that the individual selected will be a positive addition to the culture.

Our current client base includes:

* Blue Ridge Publishers,
* Read & Write Technical books,
* David Jones,
* Knight and Golding Global Booksellers,
* McMillans & Co.,
* DT Professionals,
* Hendersons Professional services,
* Bond Publishing Services,
* Pearsons Publishers,
* Dutch and Duel Professional Services & Co.

Should you wish to contact any of the aforementioned, we will be happy to provide contact details as appropriate.

**Recruitment Methodology**

The key to employing top quality people is to ensure that a selection strategy is geared to attracting them in the first place. The recruitment experience would also make them passionate about joining your business. It is paramount for John Readings to use the recruitment process (not just the advertising) to convey to the marketplace its own unique features and culture. This is what differentiates it within the market place.

PRS’s recruitment process is behaviourally based. We use a pragmatic partnership approach, which is focused on helping our clients ‘exceed their expectations’ and achieve the best possible results in the most cost-effective manner. We do this by:

1. Identifying the right selection criteria through job analysis,
2. Gathering pertinent job-related candidate information,
3. Evaluating the information gathered and making quality short list decisions,
4. Providing you with complete information to make your hiring decision simple,
5. Maintaining contact throughout both the assignment and the six-month guarantee period.

Below is an outline of a typical process for the recruitment of a role.

It should be noted that PRS’s process is entirely flexible based on the role, the organisation’s requirements, the number of roles etc.

Furthermore, it is possible for PRS to deliver any part of this service in isolation. For example, you may have an internal applicant for a position and are seeking some objective assessment of this candidate for the position. PRS could provide an interview and simulations for that candidate. Such a service would be priced based on time and materials involved.

***Job Analysis and Setup***

At this point, we will work with you to gain an understanding of each of the critical components of the role, focusing on the skills, knowledge, behaviours and motivational match that will determine a candidate’s success in the role.

We will identify the competencies and motivational match that will determine that the candidate not only can perform the role, but wants to perform it.

Once the job analysis is complete, we will ask you to rate and rank the competencies and identify the appropriate motivational match for the role in question.

***Candidate Sourcing***

PRS sources candidates using such methods as advertising, networking and database searching. The appropriate strategy would be selected based on the role and the marketplace at the time.

In terms of advertising, PRS drafts the advertising copy for approval by the company concerned and make all arrangements for its placement in the relevant press. All advertisements are automatically listed on PRS’s Internet site www.profesionaltrecruitmenet.com.au. We also advertise our company and vacancies on [www.mycareer.com.au,](http://www.mycareer.com.au/) and [www.seek.com.au](http://www.seek.com.au/)

***Initial Screen***

Our screening process will not only be rigorous but also timely. We will ensure that every applicant has been sent a response letter inside 48 hours of receipt of application.

The resume screen will focus upon ability to perform technical tasks or competencies through previous experience and demonstrable competence through promotions, education, and career development.

***Interviews***

Our interviews require candidates to provide precise answers focusing on specific real-life examples. This gives us clear evidence of their ability to perform the role in question and provides information which can be objectively compared alongside other candidates.

At the interview, candidates will also complete a motivational questionnaire. This is the candidates’ opportunity to indicate aspects of a job and organisation they find rewarding or unrewarding. We use this information to match this with the motivational aspects the client organisation is ideally looking for.

***Presentation of shortlist***

We present a shortlist of candidates to be interviewed by the client company concerned. The company will be provided with the candidate’s own resume, their motivational profile and a description of how each candidate demonstrated their ability in the key competencies necessary to perform the role at interview.

***Interviews with the client company***

Having discussed the candidates with you, we will arrange interview times at your convenience (and if necessary at our location).

We will be happy to supply some interview coaching or, in fact, attend interviews, if required.

***Assessment/Simulations***

We recognise that the very best way of assessing suitability and motivation to perform roles is to actually observe people performing them. Simulations allow us to observe performance against key competencies. These may be critical to the role and may be difficult to measure in an interview. An example is the key competency ‘Ability to Learn’.

Simulations can vary in style, content and length and include verbal and numerical reasoning tests, role-plays, analysis and strategy exercises. The exercise(s) will be chosen, at the outset of the assignment.

With registered organisational psychologists in PRS we have the capability to run any psychometric tools you believe are appropriate.

***Behavioural Reference Checks and Job Offer***

PRS will conduct reference checks. Through asking the referee specific questions related to the competencies contained within the role we will gain further evidence of the candidate’s capability.

All efforts will be made to validate that all referees’ credentials are accurate. PRS will contact referees at their place of employment and confirm their current position title. In the event that the referee is no longer employed by the organisation, PRS will contact the company and confirm their employment and title at the time of their departure.

***Note: Unsuccessful candidates will be advised at each stage of the process as appropriate.***

***Follow up and Guarantee***

PRS’s process carries a six-month guarantee. During the six months after placement we like to keep in close contact with both the client company and the candidate. This contact is in the form of telephone conversations and face-to-face meetings with both parties individually.

***Integration with Client Company’s Recruitment Processes***

As noted above, PRS’s recruitment process is entirely flexible and can be tailored to meet John Readings needs. Where appropriate we will work alongside line managers as human resource professionals to deliver a product which takes into account their current expertise in selection and recruitment. We are happy to assist and provide coaching to ensure they are competent to take part in the interview process.

**Privacy Act Legislation**

All candidates are provided with a privacy form to complete at interview and full instructions are taken prior to disclosure of any information and reference checks. We are a professional organisation and pride ourselves on our ethics and professional responsibility.

**Account Management**

Given an approval by John Readings to proceed, PRS has identified an account manager to manage the relationship between PRS and John Readings to ensure that the agreed service levels are being met. The Account Manager for John Readings would be the key contact point.

In your case we have selected Peter Marchant as Account Manager. Peter has 20 years experience in recruitment and holds an Arts Degree as well as a Diploma in Retail Management and experience in both the retail and publishing industries. It is envisaged that the Peter would make contact with all of the key people in John Readings, both in human resources and line management, and maintain regular contact with these people throughout the recruitment and selection process we would recommend that the Peter also attend key, relevant meetings to gain an insight into your business and culture.

We are aware you have prepared job descriptions and person specifications for the roles concerned. We look forward to having an opportunity to work with you on this assignment and to add value to your recruitment campaign. We can guarantee that we will streamline the timely and costly components of the process and add value in areas where your staff do not have the specialist expertise required.

**Next Steps**

Having made a decision as to whether you would like to use our services we recommend you contact Peter Marchant to discuss how we can work with you to find the most cost effective way of meeting your needs

**Peter Marchant:**

Retail and Professional Accounts Manager

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