



Permanent Recruitment



Recruitment Process

Talent Focus's procedure for sourcing and selection aligns with the requirements and expectations outlined by the client.

1. Client De-Brief

The process kicks off with a client de-brief. Talent Focus then commences research into the organisation's objectives and goals, the competitor environment, as well as identifying key stakeholders and decisions makers.

2. Candidate Search

Once the client requirements are finalised, the candidate search process begins, this comprehensive analysis and assessment of includes:

- previous work experience
- technical skills
- behavioural and situational questioning
- organisational and WH&S fit.

All Talent Focus recruitment practices are guided by current legislation and are governed by RSCA (Recruitment & Consulting Services Association) code of ethics.

3. Checks & References

To complete the process, any relevant checks will be conducted to verify the candidate against specific client requirements and role outputs. These can include:

- Identifying Australian Work Right
- All Temporary & Permanent Candidates will be required to provide two forms of identification
 - One being photo ID, at time of registration.
- Where proof of rights to work in Australia is required.
 - Eligibility to work in Australia checks will be completed with the Department of Immigration.
- To qualify to work through Client and Talent Focus, an applicant must provide two of the following documents in their original form.
 - A valid passport confirming the person is an Australian resident, Australian Citizenship Certificate (and form of ID), or overseas Passport with relevant valid visa with work rights;
 - A full Australian birth certificate, Australian Department of Immigration evidence of resident status and valid visa with work rights.
 - Other relevant Identify documents to meet Australian Government requirements

Incumbent Agency Workers – Transition If Required

Having an agency that has the relevant experience and expertise to successfully and seamlessly transition the existing workforce is integral to realising the full benefits.

Talent Focus is able to demonstrate the successful transitioning of temporary staff from incumbent suppliers to Talent Focus, with little involvement from the client and without disruption to the client's business.

Candidate Attraction

Multifaceted Approach

Candidate attraction is essential to providing both quantity and the quality of staff.

To ensure Talent Focus meets client staffing requirements, a multifaceted approach will be essential to generating sufficient applicant volumes, guaranteeing the quantity and quality of candidates available to fill vacancies.

Over the years Talent Focus has managed thousands of recruitment campaigns for our clients. Each campaign faces its own challenges which need to be resolved accordingly. Challenges can include; very low unemployment rate, a remote geographical location or highly specialised skills requirement.

All these challenges can be resolved by innovative thinking, adequate management resources and a realistic advertisement budget.

Our multifaceted approach enables us to reach the right candidate through many different channels:



Existing Databases



IT Software



Newspapers



Social Media Platforms



Job Websites



Candidate Referral Programs

Our Sourcing Partners



Selection Process

Ensuring Quality

Supported by ISO accreditation, specific client selection criteria / applicant profile is defined, by which all applicants will be assessed. Only those applicants that meet this standard will be supplied to Client.

As an example, these criteria may include:

- Australian Citizen or permanent resident
- Similar work experience required (minimum timescale i.e. 1 year)
- Number of references (i.e. 2 refs or last year minimum)
- Ability to get to site at the required start times
- Good attitude towards work
- Flexibility & Commitment
- Workplace Health Monitoring
- Police Checks
- Customised selection
- Application profiles



Interviewing Process

Every applicant will be interviewed before they commence work.

Interviews will be held at Talent Focus's Bella Vista branch or even on site if required.

Applicant to Provide Proof of:

- Identification (Minimum 100 points - Passport / Driver's License etc.)
- Tax File Number / Eligibility to Work in Australia

Application Form

- Personal details
- Complete work history
- Medical information
- WH&S Assessment
- RTA Print Out for all Driver roles
- Police Criminal Check (if required)
- Pre-Employment Medical (if required)

Personal Assessment

- Attitude/commitment / Motivations/goals
- Flexibility/desired shifts
- Organisational Fit

References Checked

- Customised reference checks to client expectations
- Number & Period to meet client's requirements
- Confirm Honesty / Time Keeping / Attitude / Commitment



Skills Testing

End to end supply chain require specialised skills. All candidates supplied by Talent Focus meet the skillset requirements of the client and can carry out tasks efficiently and safely, we conduct various tests that form part of the recruitment selection process.

In order to provide the quality of staff required, Talent Focus will ensure that all applicants complete any relevant tests required.

Examples of tests that can be performed are below:



Numeracy / Literacy

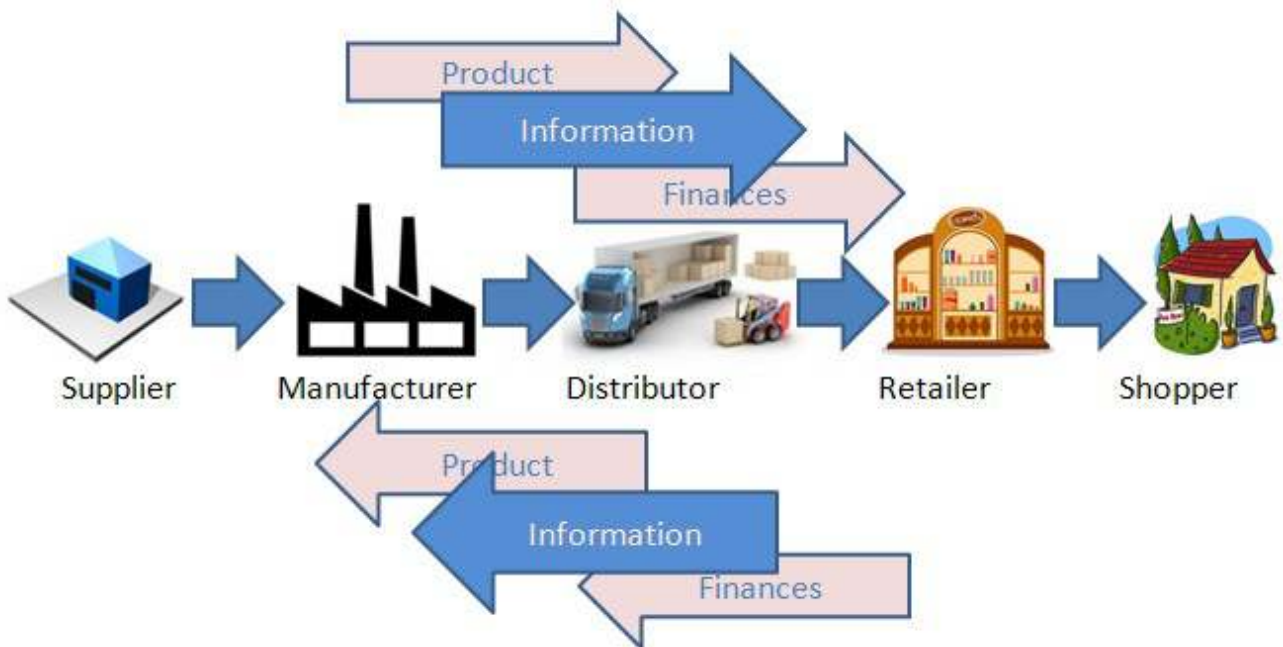


Understanding verbal & written instruction



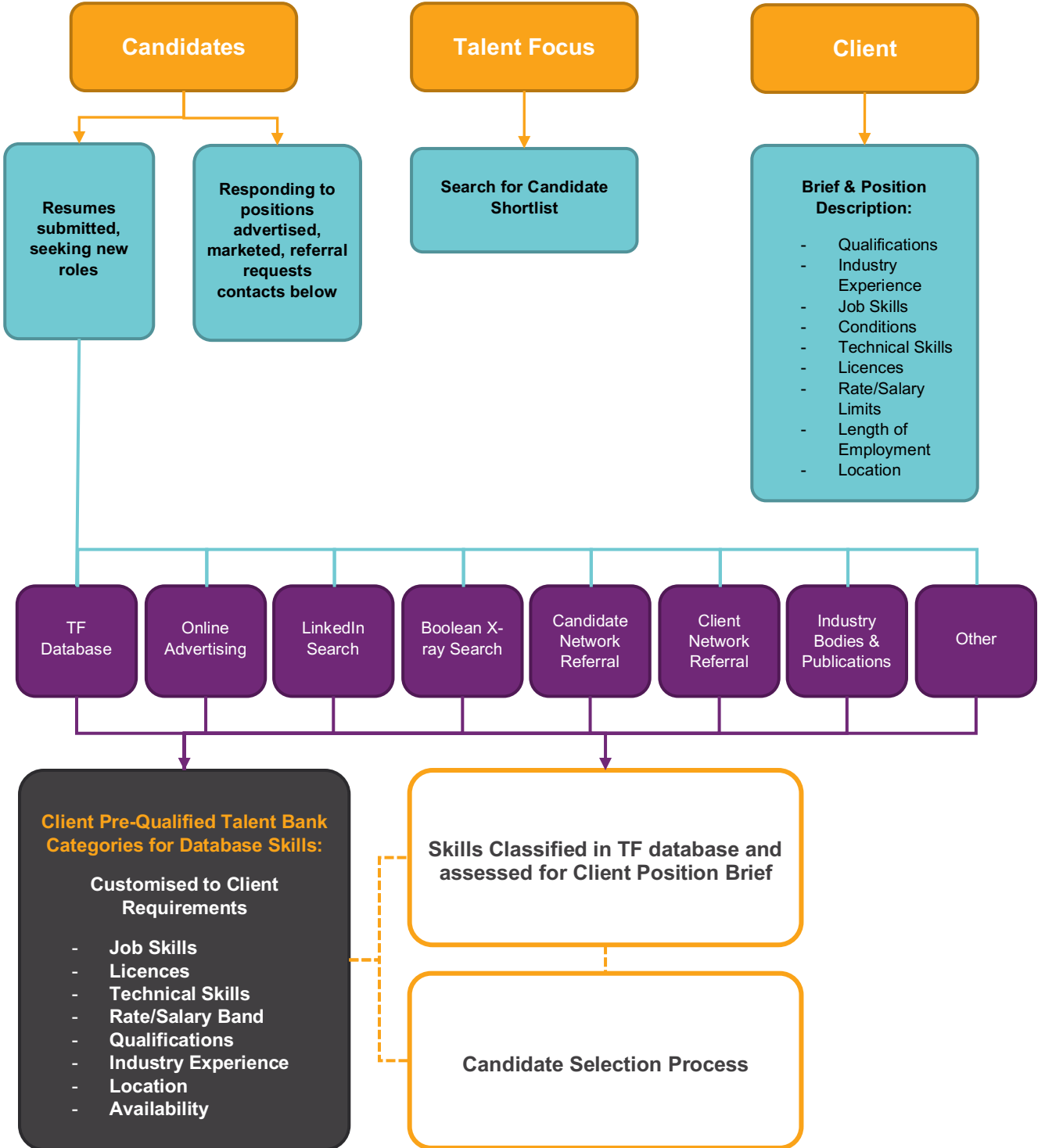
Software proficiency testing

For tasks where numeracy / literacy are not essential to complete the task efficiently and safely, more emphasis can be placed on the understanding verbal / written instructions.

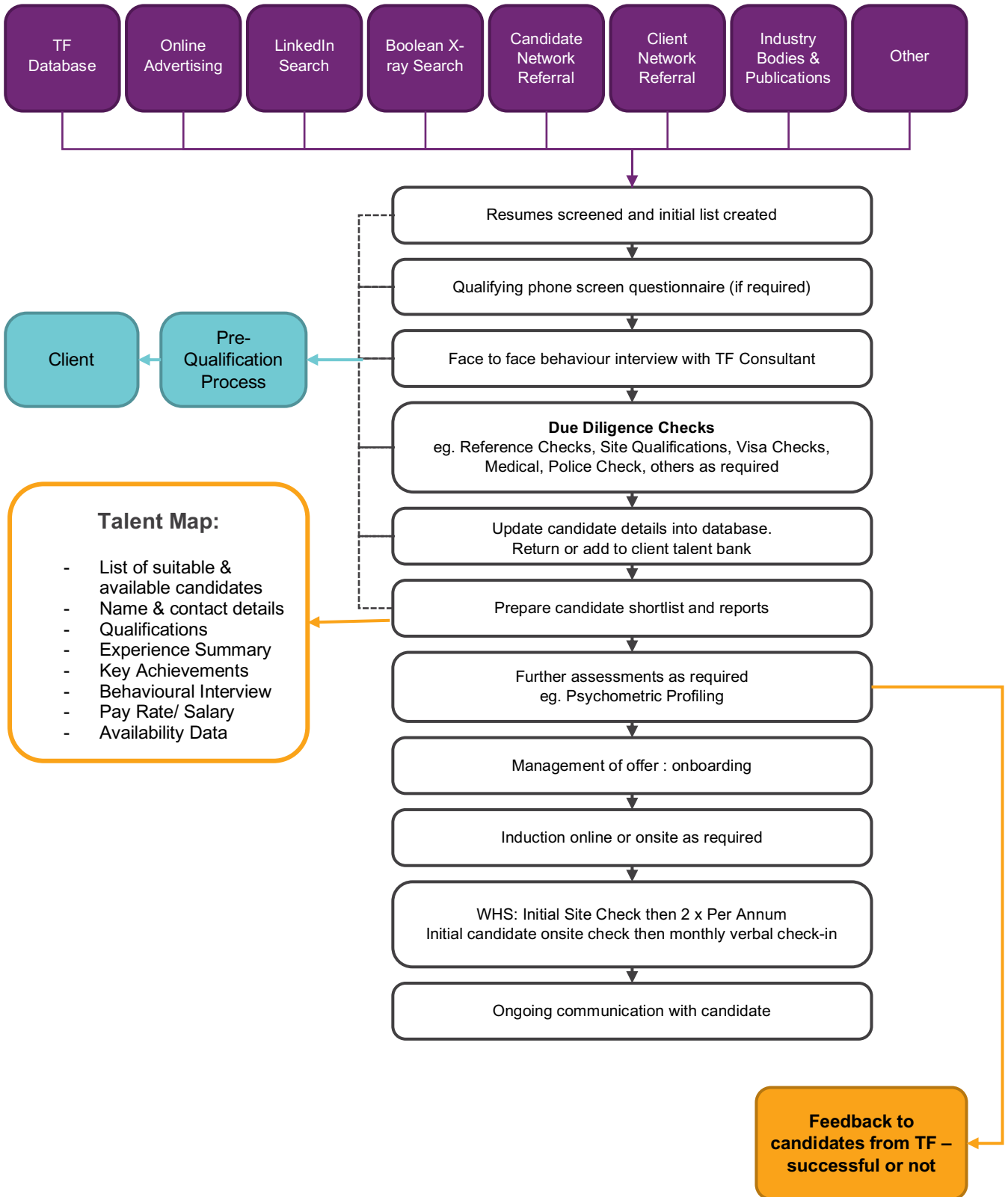


Recruitment Processes Flow Chart

1. Methodology and Process



2. Process of Sourcing & Managing Candidates



3. Process of Sourcing & Managing Candidates

Defining The Brief	<ul style="list-style-type: none"> ✓ Client Company Profile ✓ Job, Competency Development ✓ Candidate Profile – skills and professional attributes ✓ Preparation of Assignment Specification ✓ Design Selection Process
Candidate Promotion	<ul style="list-style-type: none"> ✓ Social Media ✓ Job Boards: Seek, LinkedIn, Indeed ✓ Technical Focus Website ✓ Database Search ✓ Personal Contacts ✓ Recommendations
Resume Screening	First Filter
Telephone Interview	Second Filter <ul style="list-style-type: none"> ✓ Recommendations ✓ Used to assess candidates on key requirements ✓ Preliminary assessment of personal attributes and core competencies
Questionnaire / Application Form	Third Filter <ul style="list-style-type: none"> ✓ Applies more in-depth screening on specific areas of experience and competencies
Consultant Interview	Fourth Filter <ul style="list-style-type: none"> ✓ Behavioural interview on core competencies and the specific needs of the role
Psychological Profiling (if required)	Fifth Filter <ul style="list-style-type: none"> ✓ The profiling tools to be used are discussed with the client. ✓ Comprehensive reports compiled outlining candidates fit to core competencies
Client Interview(s)	Sixth Filter <ul style="list-style-type: none"> ✓ Consultants available to advise further areas to check regarding earlier screening or psychometric test results
Reference Checks	Seventh Filter <ul style="list-style-type: none"> ✓ Reference Checks – in detail and specific to the role requirements
Offer and Appointment	<ul style="list-style-type: none"> ✓ Make offer ✓ Maintain database for future appointments

4. Inclusion of Psych & Qualification Validation

Upon request from Clients, Talent Focus has the ability to provide the following:

- Visa Confirmation - <http://www.border.gov.au/Busi/Visa>
- Police Checks - <https://www.nationalcrimecheck.com.au>
- WorkPro – <http://www.workpro.com.au>
- Personality Questionnaires
- Emotional Intelligence Questionnaires
- Leadership Styles and Competencies Questionnaires
- Customer Contact Questionnaires
- Motivational Questionnaires
- Ability Testing – Verbal Reasoning, Numerical Reasoning, Inductive (Conceptual) Reasoning
- Checking Assessments
- Calculation Assessments
- Technical Checking Assessments
- Spelling and Grammar Assessments
- Decision Making Assessments
- Filing Assessments
- Team Impact Questionnaires

5. Guarantees for Placements – Temp & Permanent

Should Technical Focus' Candidate be placed as a permanent member of a Client's staff within six (6) months of the commencement of the Candidates assignment, a Technical Focus placement fee will apply.

6. On boarding, Candidate Care Policy

We value our candidates and keep them in the loop through their application / post placement process.

We provide support to candidates to achieve their short and long term goals, increase skills in career guidance, employment and recruitment processes, also to support employers to accept diversity in the workplace

Some management procedures for candidates include:

- OHS / Induction Site Inspections (before employee commences work)
- Onsite Candidate Induction Form
- Monthly follow up with candidates – to gauge how they are feeling about the role, provide advice if they are experiencing any grievances and provide advice to improve their performance if required.