

Customer Benefits

- Extremely competitive rates for Temporary and Permanent recruitment
- Unlock the flexibility benefits of using casuals
- Avoid the hidden costs of recruiting permanent staff
- Reduced administration and hassle
- A dedicated Account Manager to handle each recruitment campaign
- Access to local, national and international recruitment channels

Consultative approach

dh Appointments Australia is more than simply a provider of recruitment services. Our aim is to forge closer links with our clients, by providing support to your organisation many different ways:

For example:

- Salary benchmarking – checking market pay rates to ensure your vacancy is attractive / in line with market rates
- Specialist advice – in addition to the extensive international experience of our staff, our UK business has been providing recruitment services for almost 30 years
- Assistance with writing / producing a job specification

When you work with us, you can be confident that we will work to the same exacting standards as your own



www.dhappointments.com.au



SUPPLY CHAIN & LOGISTICS
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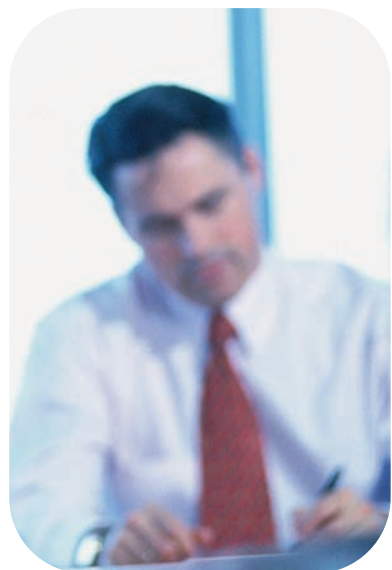
CORPORATE
MEMBER



Recruitment Services

Supporting your recruitment process

www.dhappointments.com.au



We are delighted to be able to introduce you to dh Appointments Australia – a new way of recruiting in Western Australia.

Our **multi-award winning organisation** has provided recruitment services in the UK for almost 30 years. Our aim now is to introduce a new level of service and fresh ideas to the Australian recruitment market.

We have worked with prestigious international blue chip companies across a wide range of sectors, and are extremely experienced at everything from placing a single short-term casual worker to running large scale permanent recruitment campaigns.

In addition, the dh Appointments Australia team possesses extensive recruitment experience, ensuring that our customers receive a knowledgeable and responsive service.

Call in the experts

What we can do for you

dh Appointments Australia is able to support your staff recruitment across a wide range of business sectors and activities, whether your position is **casual, contract, or permanent**.

We can help you find everything from low-skilled manual workers to managerial and senior roles. To provide some indication of the sectors we can support, a selection is shown in the table below:

Mining	Construction	Hospitality & Tourism	Clerical & Administration
Accountancy & Finance	FMCG	Manufacturing	Customer Service
Information Technology	Sales & Marketing	Retail	Legal Services

How we source candidates

Unlike many recruitment companies, we have the ability to source candidates using **local, national** and **international** recruitment channels. At dh Appointments Australia, we'll use all the conventional channels, such as local advertising, the internet, local contacts and so on. We can also call upon the **assistance of around 100 offices** in the UK to source the professional candidates you need.

We utilise a number of national jobs boards, use social media, and search our own candidate database. Our professional team does everything to ensure candidate searches are effective and comprehensive. All of the above is co-ordinated and managed by your **dedicated Account Manager** – meaning you only need to speak to **one point of contact**, throughout the whole process.



Recruitment Process
Our recruitment service is **simply a better way of recruiting**

When you ask us to find a new member of staff for your organisation we will:

For casual *and* permanent placements

- 1 Visit your organisation (if it's the first vacancy we are handling), to ensure we gain an appreciation of the company culture, environment etc
- 2 Take a full job brief and 'person specification' from you
The details of the role are important, but equally important for us is knowing the type of person you are looking for
- 3 Undertake an appropriate advertising campaign, using national jobs boards, social media etc
- 4 Conduct a 150-point skills, right to work and relevant experience check
- 5 Match candidates to your specific requirements and brief them about the job, to establish interest and commitment
- 6 Conduct a detailed telephone and face-to-face interview with all candidates

For permanent appointments, we will also:

- 7 Produce a written candidate summary on each suitable candidate, using information gathered during the interview
- 8 Provide you with a short-list, the candidate's CV and our written candidate summary
- 9 Arrange an interview programme at a time to suit you
- 10 Liaise between you and each candidate through to job offer, acceptance and commencement on your payroll
- 11 Post-placement follow-up with both you and the candidate
- 12 Role-specific psychometric testing

Tailor-made Recruitment Service

It's important that the service we provide fits your needs as precisely as possible, so we'll gladly tailor a package for you. For example, we can:

- Recruit for multiple sites, in one co-ordinated recruitment campaign
- Work to your clearly defined Service Level Agreements, quality measures and controls
- Provide on-site training and/or inductions