

## Recruitment Program

**For the discerning employer!**



**Place your staffing needs in the hands  
of a professional with the utmost confidence**

# Recruitment Program

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## **Recruit the Professional Way!**

We have built a strategy that ensures new recruits are an exact reflection your business needs. Choose the entire program, or select modules to suit your own individual and unique requirements.

## **Modules**

- **Personal visit to your organisation**  
*To receive job brief, meet other staff and gain an understanding of your firm's culture.*
- **Write a job description and selection criteria**  
*A valuable HR tool to ensure an understanding of the positions requirements.*
- **Prepare and place recruitment advertisements**  
*Handle enquiries, via email and telephone, send Position Description.*
- **Screen interview and short list suitable candidates**  
*Ascertain previous work history, personality, behaviour, motivation, commitment, voice quality/tone and availability.*
- **Reference check reports**  
*Gather pertinent data through a structured questionnaire and prepare a written report on appropriate strengths and weaknesses.*
- **Liaise between client and candidates**  
*Organise interview appointments, provide written letters of introduction, notification to all unsuccessful applicants.*
- **Post-Placement follow-up**  
*With both client and new recruit to ensure all is going to plan.*
- **Interact with other agencies around Australia**  
*For out-of-town recruitment assistance.*
- **Test and Evaluate candidate's skill competencies**  
*Choose from personality profiling, vocational indication, behaviour type evaluation, aptitude/ability, arithmetic and spelling assessments.*
- **Panel Interview Facilitation**

**"Coming together is a beginning, keeping together is progress,  
working together is success."** *Henry Ford*

# Coaching toward success in work and life. . . .

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Coaching is a professional relationship that helps people produce extraordinary results in their lives, careers and businesses.

Working with a Career Coach helps you focus on ways to improve elements of your life that are most important to you. It's about . . .

- Gaining mastery over self destructive habits
- Changing something, getting better at something
- Gaining a new sense of control over matters
- Dealing with situations and the people in your life
- Deepening your learning, improving your performance
- Enhancing the quality of your life
- Managing your weight and your health

Coachingplus helps to challenge you to break through your fears, and apply proven strategies that are designed to empower you to make the decision that will forever change the quality of your life – *your health, your finance, your career, your business, your time.*

## **Coachingplus offers 3 types of coaching**

Coaching towards success in work and life:

- **Life Coaching**  
Personal and small business
- **Career Coaching**  
Executive and leadership  
Interview technique  
CV & Resumé development

Clients typically emerge from the coaching relationship with a clear sense of their path forward, newly-learned (or re-learned) skills to manage their projects and relationships.

## **Getting Started**

I typically begin a working relationship with an initial process that is part orientation and part self-discovery work for my clients. Mostly, it is a brief interview or a page or two of basic questions, all handled in the initial coaching session. Other times it may be several sessions, assessments of various kinds, and interviews with the client's co-workers, direct reports if required.

This foundation-setting, familiarizes you with the coaching process, provides an opportunity to design the alliance, and begins the work of clarifying your issues and goals. *Little by little, we start the flow.*

***For a Information Kit >>> [info@coachingplus.com.au](mailto:info@coachingplus.com.au) or phone 03 5500 5262.***

# Coaching & Consulting Fees

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## Interviewing Techniques

Four, one hour coaching sessions \$395 (plus GST) including the following bonuses:

- Reference booklet
- Email and lazer (brief) communication for ongoing support and review
- A CV or Resumé compiled for only \$98 (usually\$155-\$180 RRP)

## Resumé Preparation

We provide professional, crisp, clean and elegant presentations that make it easy for the reader to quickly assess the value you could add to their organisation.

### Select from several ranges

<b>First Resumé</b> <i>short work history/student</i>	\$ 98
<b>Professional Resumé</b> <i>trade/white collar</i>	\$155
<b>Executive Profile</b> <i>managers/professionals</i>	\$180
Selection criterions composed	\$ 40 hr
Application letters prepared	\$ 40
Phone consultations, email communication and long distance service available.	

### Ancillary Services

CD Disk, Presentation Folder, Photocopying, Binding, postage and handling.

### Payment Options

Payment may be made by: Bank transfer, direct debit, credit card (on-line) or cheque.

**Bank Transfer**

Acc Name:	Coachingplus
BSB:	803-073
Acc No:	100 005 961
Reference:	Your name

### Direct-Debit Payments

Request an application form to pay by instalments. (coaching only)

# Recruitment Service Schedule of Rates

The following rates guarantee and conditions are effective from the 1st July 2008.

<b>SALARY &amp; WAGES</b>	<b>RECRUITMENT FEE</b>	<b>GUARANTEE PERIOD</b>
Min Fee to 19,999 .....	\$ 1,996 .....	4 weeks
\$ 20,000 to 29,999 .....	\$ 2,700 .....	4 weeks
\$ 30,000 to 39,999 .....	\$ 3,200 .....	4 weeks
\$ 40,000 to 49,999 .....	\$ 3,800 .....	6 weeks
\$ 50,000 to 59,999 .....	\$ 4,400 .....	8 weeks
\$ 60,000 to 69,999 .....	\$ 5,040 .....	8 weeks
\$ 70,000 to 79,999 .....	\$ 5,920 .....	12 weeks
\$ 80,000 and over .....	\$ 6,660 .....	12 weeks

**Salary is the total package and includes motor vehicle (an arbitrary \$10,000 is added) commissions and fringe benefits.**

GST is not included in the above rates.

Non-primary services are a taxable supply.

## **We Get Results, Guaranteed!**

Should a recruited employee leave or be released by you within the guarantee period, Coachingplus will provide a replacement person of the same calibre, absolutely free of charge and double the guarantee, subject to the qualifications hereunder;

- Coachingplus will be given one calendar month to recruit a substitute appointee at the same salary and job description originally briefed.
- This shall only apply where our account is paid in accordance with the stated terms, and conditional upon you, the client advising Coachingplus within three (3) days of cessation of work of the appointee.

## **Our Candidate Pool**

We deliberately do not have a large database of candidates. We choose to work with, and introduce to our clients only appropriately qualified, skilled and experienced personnel.

# Recruitment Service Terms & Conditions

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## **Payment Terms**

Invoice is raised on the commencement date of the appointee, and payable within thirty (30) days.

## **Disbursements**

All out-of-pocket expenses such as advertising and travelling are billed at cost and are payable within seven (30) days of invoice date.

## **Pro-Rata Fees**

Any work undertaken by Coachingplus on your behalf will attract a pro-rata fee should you withdraw or substantially vary the position.

- A fee of 50% of the total placement fee will apply up to the point of initial screening and interviewing.
- A fee of 80% of the total placement fee will apply where short listing has been completed and work has progressed to preparation of resumes and, arranging candidate interviews with you.

## **Propriety**

If an introduction (oral or written) is made between you and a prospective candidate introduced by Coachingplus or a third party, which results in that person becoming a member of your staff, either in a temporary, part-time or permanent capacity, within a period of 6 months from the time of the introduction – then normal trading terms will apply.

As Coachingplus becomes your recruitment agent, any outside expressions of interest from applicants should be forwarded to us for screening on your behalf.

## **Business Ethics**

Coachingplus works within the codes and practices laid down by professional associations, all of which combine to ensure that our client's transactions are treated with confidentiality, integrity and professionalism.

Coachingplus will not assist a successfully placed applicant to find alternative employment within the first twelve months of placement, unless exceptional circumstances apply.



## Recruitment Service Agreement

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I.....  
*name*

Title.....  
*position*

Of.....  
*company*

acknowledge that the services of Coachingplus have been engaged for the following position / s.

1. ....

2. ....

I further more agree to accept the guarantee, terms and conditions of Coachingplus, a copy of which I have received.

Signed: .....Date: .....

Signed: .....Date: .....

Note: Please retain a copy of this agreement for your own file and return the original to Coachingplus.

Thank you for choosing Coachingplus as your recruitment partner.

### Send 'Service Agreement' to:

Vicki Turner MIPC  
Life & Business Coach

[www.coachingplus.com.au](http://www.coachingplus.com.au)  
[info@coachingplus.com.au](mailto:info@coachingplus.com.au)

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