



Why use an agency?

Unlike many of our competitors, we conduct face-to-face interviews with every candidate we register. We believe this is the best way to match individuals to the roles on offer. Our rigorous screening process means that you will only ever be presented with a short list of the most suitable candidates who we feel confident will fulfil your requirements. We have a proven track record in successfully placing the right candidates in the right roles in the right organisations. And because we get it right, our candidates remain loyal.

Above all, we are totally committed to providing an outstanding service to our clients and candidates. With our industry and recruiting expertise we can find better people for you reliably and quickly. We save you time and money; once you add up the costs of phone calls and advertising, and the time you spend writing position descriptions, sorting through the applicants, shortlisting, reference checking ... well, we think your efforts are better spent working on your business!

What should I do if I have a vacancy?

Telephone or email us to discuss your vacancy. Our tried and tested recruitment methods will help you find the right person for the role – quickly and with minimum disruption to your business.

We have devised a 10-step recruitment process to ensure we get the best results for you:

1. You contact us regarding a vacancy
2. We visit your offices to discuss the role and agree job description
3. We conduct a detailed database search and advertise for suitable candidates
4. All applicants are reviewed by Allen Associates and short-listed
5. Written reports, CVs and covering letters for short-listed candidates are sent to you for discussion
6. Candidates for interview agreed with you
7. We arrange the interviews
8. Feedback received from interviewer and discussed with candidates
9. Offer negotiated and confirmed
10. References forwarded for approval

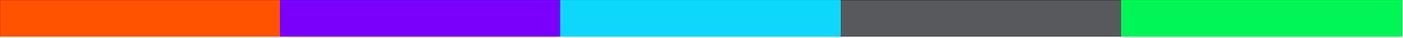
How do you source candidates?

Database search

Using your employment criteria, we conduct a detailed candidate search using our personalised database software. All results are screened by a consultant who is an expert in their field. The short-list they produce can be available within hours of us receiving your brief, giving you a dynamic and responsive service.

Advertising

Digital media advertising is the best way of attracting candidates with specialist skills or specific experience. We deal with all aspects of the advertising campaign, from identifying the right media outlets to copywriting and placing the advert. We screen all the responses we receive and present you with a short-list of candidates matching your criteria.



Do you charge for advertising?

No, we don't charge for general advertising, but if it needs to be placed in a specific printed publication, fees do apply.

Candidate profile

In addition to the candidate's own CV, we provide a written profile about all short-listed candidates based on our face-to-face interviews with them, which most clients find extremely useful.

Do you offer psychometric testing?

Yes, we work closely with two qualified occupation psychologists who can advise you on the most suitable type of test for your requirements and implement it on your behalf. Further details can be found in our section on psychometric testing.

Do you visit our offices before you start the recruitment process?

Yes, we come out and gauge your work environment and the cultural fit. It's important that our consultants met you in your space. This way we know exactly the type of person we think would suit you, saving you time and money, and taking the guess work out of the equation.

What happens when you find possible candidates?

Well, the process really begins then. First we do a phone interview to gauge a general feel for the candidate and qualify their intentions. If we are satisfied with the phone interview, we send them a battery of on line testing, specific for the role we have in mind. They complete these before they come in for a face to face interview. This usually goes for 45 minutes or more if necessary. This is a competency based interview to assess strengths and weakness and a broader understanding of the candidate.

If this all goes well we go to the next step which is profiling them for you and presenting a shortlist for you to interview. You can interview here at our offices or on your own premises.

When you've chosen the suitable candidate, we do extensive reference checking (and Federal Police checks if required) and submit the report to you.

We negotiate and prepare the contract on your behalf for the successful candidate and also advise the unsuccessful candidates.

Do you have a guarantee if the candidate doesn't work out?

Whipper Recruitment's Permanent Placements are covered by a 12-week REPLACEMENT GUARANTEE for salaries less than \$100,000 per annum and a 24-week REPLACEMENT GUARANTEE for salaries over \$100,000 per annum and commencing from the Candidate's start date

All temporary candidates are covered by a four (4) hour guarantee period for Assignments under 1 week; and a 1 day guarantee period for Assignments over 1 week. If the Client is dissatisfied with the Candidate, Whipper Recruitment will not charge the Client if we are notified within this guarantee period.

A replacement Candidate will also be assigned.

How much does temporary staff cost and how long can I have the temp for?

The minimum is 3 hours for an assignment. You can take a temp on in an ongoing assignment for as long as you need. We look after everything all the details, and you just get an invoice...easy.

If you have any other questions please feel free to call us for a chat on 02 4962 1877 or submit a enquiry.