

**EMPLOYING!  
JOB DESCRIPTIONS!  
HR ADVICE!  
HELP!**



## Shortlisting, Recruitment & Interview Packages

Your business may not have a Human Resource Department to manage your shortlisting, recruitment, interview and selection needs. You may not have the time to handle the process - placing the ad, sorting through a multitude of applications and then somehow whittling them down to the best few.

Help Recruit has a range of Shortlisting and Recruitment Packages available to help you do just that, and you'll also be happy to know that Help Recruit WILL NOT charge a percentage of the newly appointed person's salary as a service fee - guaranteed! That's thousands of dollars back in your budget!

Help Recruit offers time saving and cost efficient recruitment solutions to suit your needs making the recruitment process easy!

## Job Descriptions

A Job Description is critical in managing your employees' performance. Are your staff aware of their key performance indicators, targets and objectives? Are you measuring them? Remember, you can't manage what you can't measure! Contact Help Recruit to discuss your business' needs.

## Professional Advice

Employing for the first time? Have a high staff turnover rate? Need advice and resources to Performance Manage your staff?

Help Recruit can provide advice in all of these areas and more, contact us for more information.

Phone 0413 056 108 or visit [www.helprecruit.com.au](http://www.helprecruit.com.au)

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