

Shortlisting & Recruitment Package Comparison

PACKAGE	AID	BOOST	SUPPORT
Meet with the business representative to discuss the vacancy and view of the ideal candidate	■	■	■
Meet the staff, have a look at the workplace and gain an understanding of the job, workplace and culture		■	■
Write the position vacant advertisement	■	■	■
Lodge the vacancy on www.seek.com.au and have all applications sent to Help Recruit	■	■	■
Pre-screen all resumes received and establish a shortlist	■	■	■
Phone interview all shortlisted applicants	■	■	■
Provide final shortlist and phone interview records to business representative	■	■	■
Phone shortlisted applicants to arrange second round of interviews with business representative		■	■
Co-conduct second round interviews		■	■
Discuss results of interviews with business representative and decide on next step		■	■
Reference check shortlisted applicants		■	■
Discuss results of reference checks with business representative and make recommendations		■	■
Co-conduct third round interviews (if required)			■
Notify all successful/unsuccessful applicants on behalf of the business	■	■	■
Research wage/salary information for the role			■
Research and book appropriate training for new employee to address skill gaps			■
Write a Position Description for the position			■
On-site Employee Mentoring for two hours in the first month			■

