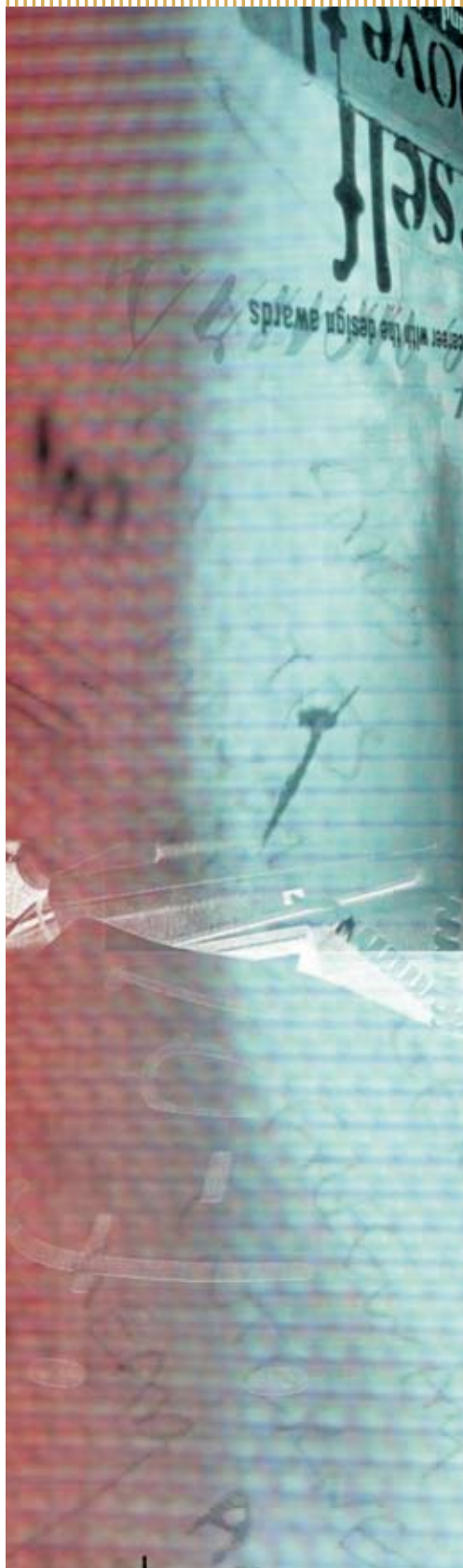




Executive Recruitment Service



Consultgroup Executive Recruitment Service offers the following benefits:

We use only experienced consultants each with an average 12 years recruitment experience.

Each assignment is undertaken as a consultancy service; no candidate talent bank placements are undertaken.

The low-cost service fee is fixed; typically a saving of 30% when compared to most recruitment agencies.

We either provide a comprehensive full recruitment service or we complement and work with in-house recruitment personnel.

Our recruitment experience includes:

- CEOs and general managers
- Financial controllers and management accountants
- Marketing managers
- Human resource managers
- Operations and administration managers
- Medical specialists
- Retail and sales

We have assisted boards and management to recruit senior managers and specialist staff for the following industry sectors:

Finance	Welfare services
Government	Information technology
Health	Aviation
Health and hospitals	Religious institutions
Associations	Credit unions

Executive Recruitment Service



The key stages of our thorough approach to executive and specialist recruitment:

Phase one Client analysis

Review strategic direction and match recruitment needs; identify relevant recruitment criteria

Phase two Recruitment strategy

Advertising and/or search strategy/budget. Enquiry pack and screening management/client reporting arrangements.

Phase three Candidate contact, enquiry and application

Receive enquiry/resumés/undertake search activity. Review/screen applications and refer candidates.

Phase four Candidate progression

Distribute detailed information regarding position. Conduct screening interviews and meetings.

Phase five Candidate profile and report

Provision of candidate-specific summary reports.

Phase six Candidate shortlisting and selection interviews

Preliminary reference check. Arrange initial interviews and second interviews/provide draft interview questions.

Phase seven Job match checks

Additional reference checks/qualifications checks. Behavioural/psychometric testing (where applicable).

Phase eight Candidate/employer handover

Offer and engagement: letter of offer, drafting employment contract. Assist with induction program development.

Consultgroup is a division of Larkin & Kaye Consulting Services Pty Ltd
ABN 70 065 175 920. Employment Agent No. PE7792

Servicing clients throughout Australia, Middle East and the Pacific

The Chambers, 30 Floss Street, Hurlstone Park
PO Box H211 Hurlstone Park, NSW, Australia, 2193

T: +61 02 8577 5000

F: +61 02 8577 5050

E: recruit@consultgroup.net.au

w: www.consultgroup.net.au