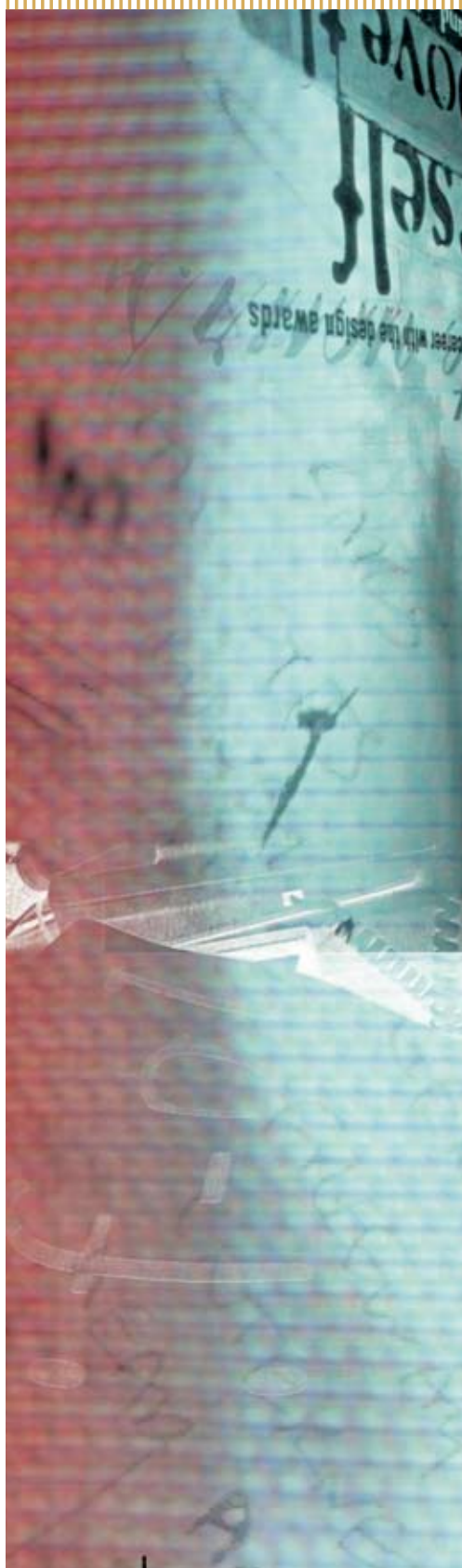




Executive Recruitment Service



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:

Phaseone Client analysis

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

Phasetwo Recruitment strategy

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

Phasethree Candidate contact, enquiry and application

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

Phasefour Candidate progression

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

Phasefive Candidate profile and report

Provision of candidate-specific summary reports.

Phasesix Candidate shortlisting and selection interviews

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

Phaseseven Job match checks

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

Phaseeight 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
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