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# Executive Summary

Job Connect is a **100% Australian owned Recruitment Company** with a proven reputation in providing quality staffing solutions across both the Blue and White collar sectors, from General Labour Hire to Professional placements.

We offer over 35 years of Local, National and International experience and knowledge specialising in the provision and placement of temporary, contract and permanent staff across all business sectors.

Since Job Connect was established in 2004 our commitment has always been to provide both our Client and Candidates with a first class recruitment and consulting service.

## About Us

### Vision

To be the leader in Human Resource Solutions for our clients

### Values

Passion, Commitment, Enthusiasm, Positivity, Encouragement, Perseverance and Professionalism: Job Connect believes the future of our business lies in our people, not our offices, locations or systems.

We invest heavily in our team members (we don't use the word staff) in training, development and encouragement. We provide our team with a professional and individual oriented work place environment and through advanced technology provide unprecedented flexibility and opportunities.

### Profile

As a family owned and operated business we look to partner with our clients in view of supporting with staffing needs in both short and long term projects and permanent placement. Job Connect Recruitment was formed in 2004 to service and support the varied needs of the broad business sector. We pride ourselves on our community presence, very personal quality service and staff who have been specifically recruited to meet our client's needs

Our team at Job Connect have over 35 years recruitment experience and have dealt in depth with a broad cross section of industries. Job connect has grown substantially and currently deals with many companies on a Local, National & International basis, providing quality skilled staff and has the capability to fill both white and blue collar roles from general labour to professional executive placement.

Regions we have or are currently recruiting for include:

**Locally** – Brisbane, Gold Coast, Ipswich, Chinchilla, Roma, Mt Isa, Gladstone, Rockhampton, Mackay & Townsville (all mentioned plus surrounding areas)

**Nationally** – NSW, VIC & WA

**Internationally** – PNG, Africa, UAE & Afghanistan

## Proven

Job Connect Recruitment has a strong track record providing the highest quality recruitment services locally, nationally and internationally.

Job Connect Recruitment has long-standing relationships with a diverse range of customers, and consistently provides services to meet our varied clientele needs.

### Our services include but not limited to:

- Volume recruitment
- Sourcing candidates
- Candidate testing and assessment
- Casual candidate pool management
- Industrial Relations
- Local, National and International recruitment
- Temporary recruitment
- Contract staff
- Permanent recruitment
- Advertising

- Account management
- 24/7 On-call service
- Performance management
- Medical checks
- Payroll services
- Business intelligence reporting
- Customised inductions
- Outplacement services
- Personal Protective Equipment (PPE)
- Workforce transition
- WHS&E consulting

### Categories include:

#### Civil / Infrastructure

- Engineers (Project, Site & Design)
- Project Managers / Assistants
- Safety Officers
- Construction Workers
- Heavy Machine Operators

#### Engineering & Construction

- Structural, Electrical, Design, Mechanical, Environmental
- Civil, Commercial & Structural

#### Mining and Resources

- Plant Operators
- Drilling
- Surveyors

#### Transport & Logistics

- Drivers - HR HC MC
- Warehouse specialists
- Material Handlers
- Fleet Controllers / Allocators
- Fork Drivers—HR D/D LO
- Despatch & Receiving

#### Trades & Manufacturing

- All TRADES—qualified
- Welders & Boilermakers
- Production Workers
- Picker & Packers
- Machine Operators
- QA Specialists

#### Generalist

- Yard hands
- Labourers
- Container Loader and Unloaders

#### Business Support

- Executive Assistants / PA / Secretary
- Office Manager / Supervisor
- Administration / Clerical
- Data Entry / Word processing
- Reception
- Record Management

#### Accounts & Finance

- Accounts Payable / Receivable
- Credit Management & Collections
- Purchasing / Procurement
- Inventory / Stock Controllers
- Accountants (Finance, Management, Business)
- Bookkeeper / Payroll
- Banking & Finance
- Analysts

#### Sales and Marketing

- Business Development & Account Mgrs
- Brand & Product Managers
- Internal Sales / Order processors
- Customer Service & Telesales
- Sales Support officers

#### Professional

- WHS&E Manager
- Human Resource Manager
- General Manager
- Chief Financial Officer
- Executive & Senior Management

#### Call Centre

- In & Outbound consultants
- Team Managers and Product Specialists
- Sales and Customer Service
- Collections
- Help Desk & IT Support
- Telecommunications
- Workforce Planners and Call analyst

## FEEDBACK FROM OUR CLIENTS - TESTIMONIALS

### EMPLOYERS

*"Since switching to Job Connect to source our labour needs both permanent and casual my job has become a little easier. The people sent to us have a positive and professional attitude about them, which translates to saving time and money in inducting and training them to our ways. I have no hesitation in recommending Job Connect for outsourcing labour due to my past and present dealings with them."*

**International Steel Merchant  
Operations Manager**

*"Job Connect has consistently put in huge efforts to find us casual staff on very short notice."*

*The labour hire employees that job connect supply are suited to our unique working environment. The Job Connect selection process involves bringing clients to our site for pre-work inductions. Feedback from these pre-induction sessions seems to assist Job Connect in fitting the right workers to our workplace. This "get it right first time" ensures minimum disruption to our production plans.*

*Job Connect is in close contact with our production managers to ensure that Job Connect are a step ahead of the game in regards to our upcoming labour requirements.*

*Job Connect supply a prompt and professional service."*

**General Manager  
National Concrete Pre Cast Company**

*"As a manufacturer we need suitably skilled and reliable staff. Job Connect has taken the time to understand the specific requirements of our business and matches staff to our needs.*

*Job Connect is able to draw from its database of applicants to quickly fill vacancies in our team. This saves us considerable time and we only interview the best candidates.*

*We recommend Job Connect to employers for their recruitment needs."*

**Brisbane Premium Building Supply Company**

### CANDIDATES

*"Are you thinking of a career change or just looking for a new niche in life, I know I was, that's why I put myself in the hands of Job Connect. From start to finish the team from Job Connect were able to match my passion and mission to succeed with their extensive industry contacts, they took the time to build a profile of exquisite opportunities for me to consider.*

*Steve and the team have a second to none commitment and attitude to ensuring that perfect match of employer to employee, there profound industry contacts have certainly offered me a stepping stone into the future. I don't know what my new boss thinks but Job Connect you've done it for me."*

**Michael, Far North Queensland.**

*"I would like to sincerely thank both Duncan and Craig from Job Connect for firstly sticking by me at the beginning and continuing to do so since, without doubt it is people like yourselves who give Australia and Brisbane in particular such a good name.*

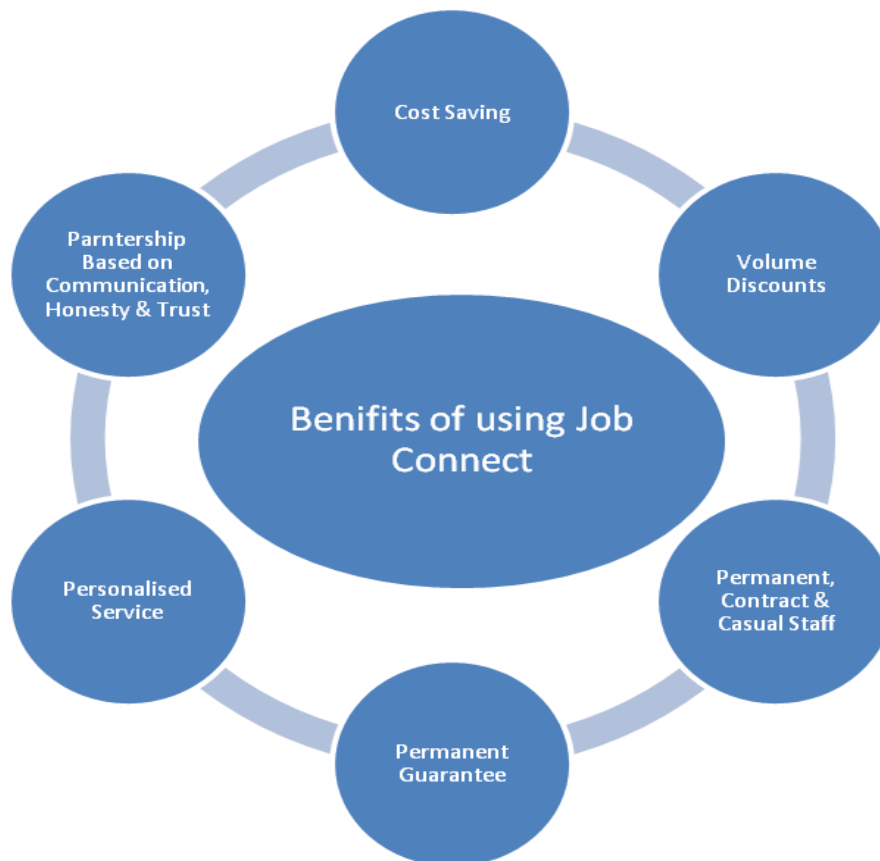
*Hopefully now that I am a permanent employee with Tyco Water I can begin to build a stable, long term future for myself and my partner in Brisbane.*

*As I said, I am in the process of buying my first house, as soon as I am settled in both Duncan and Craig will be top of the list for the invitations to my house warming."*

**Boilermaker promoted to Supervisor.  
Bill Law**

## Benefits of using our services

- Cost saving solutions with a package tailored specifically for your staffing needs
- Outstanding preferred supplier and volume recruitment discounts
- Ability to assist with Casual, Contract and Permanent Employees
- Skilled candidates specifically recruited to your needs
- All permanent placements come with a 3 month guarantee period (This may be shortened or extended to suit your needs)
- We provide a relationship built on communication, honesty and trust



## Our Recruitment Process

Job Connect has refined the recruitment process to 7 successful steps, these steps are shown below.



This process maybe adjusted to suit both permanent and temporary recruitment but is used as a strict guide line.

### Step 1: Profile & Position Brief

Job Connect works with your company to offer advice and understand your specific needs (e.g. specific role requirements, licenses/certificates, nature of work & culture of site etc.)

### Step 2: Candidate Attraction and Selection

#### Advertising

Job Connect tailors all advertisements based on your businesses specific requirements. We regularly advertise in a range of internet and media associated avenues, which has proven successful in assisting us in finding the candidates we are looking for.

#### Search

Job Connect uses our proven target search to find exceptional or specialist candidates not normally attainable through traditional recruitment methods.

Before our recruitment consultants conduct a targeted search, we consult with your company to understand your specific needs. We then identify potential candidates, make contact with them, and verify they match your needs.

Recruitment process continued:

### **Step 3: Screen and Reference Candidates**

We assess candidates based on the following criteria:

- Required experience and knowledge
- Candidate Reference checks
- Job description (detailed role profile and job description) Job-specific competencies

#### **Reference Checks**

Job Connect conducts in depth, behavioural-based reference checks with previous employers (at least the last two). Our reference checks include the following information:

- Attitude
- Abilities
- Skills
- Timekeeping
- Experience

If suitable, candidates are invited to attend a face-to-face interview. Unsuccessful applications are notified by phone and or mail.

### **Step 4: Interview and Selection**

Face to face interviews with candidates are so the recruiter may assess their suitability for the specific role. Behavioural, capability and experience based questions are used in the interview to determine if the candidate is the right fit for the role and the company we are recruiting for.

#### **Testing**

Test such as literacy, numeracy, computer skills & psychometric assessments are also available at your request.

### **Step 5: Shortlist and Present Candidates**

Candidate details are delivered to you only after we are satisfied that they meet your company's specific needs. These details include, but are not limited to the following:

- Resume
- Reference checks
- Test results, including medical (if required)
- Completed forms specific to your company(inductions)
- Our interview notes and assessment
- Overall review and rating against evaluative criteria.

If required, we also arrange interviews with your company's representatives.

### **Step 6: Place Candidates**

Job Connect, as part of our standard follow-up procedures, conducts follow-up discussions with the candidates we place. As a minimum, our account manager meets with candidates onsite then, follows up during either site visits or OH&S reviews

### **Step 7: Follow up and Review of Candidates Performance**

Job Connects recruitment process includes a continuous cycle whereby your Job Connect representative reviews our company's performance at regular intervals based on placement, quality and service.

## Rates and Fees

### Casual:

The rates are calculated in accordance with the relevant award, site or company collective agreement or EBA. Job Connect Recruitments charge is, where applicable, inclusive of statutory on-costs such charges without limitations including superannuation, taxes, workers compensation and other insurances, temporary wages and other legislative allowances. All Rates are exclusive of GST.

Rates are reviewed annually as schedule by the relevant award/agreement.

### In addition:

- \* All pay rates and conditions will adhere to the relevant Award, EBA or collective agreement.
- \* All rates and conditions are subject to change without notice when affected by an increase in the Award or Agreement conditions on statutory on-costs. We request that any relevant changes to non-award rates, i.e. EBA changes or specific site allowance charges, are communicate so that we are able to adjust our payroll accordingly.
- \* The pricing structure will be negotiated with the client but is generally based on **14 day trading terms** from date of invoice with a minimum period of 4 hours hire.
- \* Job Connect is responsible for the conduct of all proceedings, conferences, negotiations and dealings with Temporary Staff and their representatives regarding industrial matters, whether relating to an Assignment or otherwise.
- \* Candidates will be under contract with Job Connect for **500hrs** and then the client will have the opportunity to take the candidate onto their books free of charge. A pro rata **permanent fee** or **hourly management fee** will apply if the candidate is taken prior to the end of this contract period.

### Permanent Structure:

Our rates are based on a percentage of the successful candidate's total gross remuneration package as presented below.

### CONNEQ i.Power Solutions

| Gross Remuneration   | Standard Appointment Fee  | Retained Appointment Fee  |
|----------------------|---------------------------|---------------------------|
| \$0 to \$29,999      | 10% of Gross Remuneration | -                         |
| \$30,000 to \$49,000 | 12% of Gross Remuneration | -                         |
| \$50,000 to \$79,999 | 15% of Gross Remuneration | 13% of Gross Remuneration |
| \$80,000 and over    | 15% of Gross Remuneration | 13% of Gross Remuneration |

### Replacement Guarantee:

Job Connect Recruitment are pleased to be able to offer a 90 day (3month) replacement guarantee with all permanent roles filled by Job Connect. This may be shortened or extended as negotiated and the pricing may vary in these circumstances.

Note: *The proposed pricing structure is based on 14-day trading terms from date of invoice. If invoice is not paid within 14 days the guarantee will be null and void.*



## Casual Pool Management:

Job Connect is able to adapt our services to our clients needs and one way we are able to do this is through our casual pool management service for General Labourers, Trades Qualified and Office Support Staff. This service incorporates the whole recruitment processes and allows our clients to have the candidates directly onto their books for a flat hourly fee.

This in many cases can be a lot cheaper than paying a permanent placement fee and allows our clients to split the payments over the probation period rather than pay the one off charge of a permanent placement.

**Note: There is no placement guarantee with this option**

| Total Annual Salary  | Normal Hour | 500 Hour \$                   | Max Per Fee | Saving           |
|----------------------|-------------|-------------------------------|-------------|------------------|
| \$0 to \$29,999      | 10%         | \$5 = \$2500                  | \$2900      | \$400            |
| \$30,000 to \$39,999 | 12          | \$6= \$3000                   | \$4680      | \$1680           |
| \$40,000 to \$49,999 | 12          | \$7 = \$3500                  | \$5880      | \$2380           |
| \$50,000 to \$59,999 | 14          | \$8 = \$4000<br>\$9 – \$4500  | \$8260      | \$4260<br>\$3760 |
| \$60,000 to \$69,999 | 14          | \$9 – \$4500<br>\$10 - \$5000 | \$9800      | \$5300<br>\$4800 |

## Consultancy:

Another way we are able to provide our services is through our consultancy model. This allows us to break the recruitment processes down and charge an agreed rate for each agreed individual process. This model works best for clients wanting to keep a hand on approach to meet their recruitment needs while saving time with the initial advertising response and culling of unsuitable candidates. It is also effective for volume recruitment.

Example: Client places job ads with Job Connects contact details advertised; Job Connect is then able to break down the recruitment process prior to the candidate's employment with our client (Ad response, pre screen/phone interview, job application, interview, reference checking & inductions etc) This fee is charged per agreed segment + GST .

We hope that by giving our clients a variety of service options we can show how serious we are to partner and grow with our clientele.

Thank you for your time and we hope to be able to help with any of your recruitment needs.

For additional information please contact your Job Connect Representative –

**CRAIG KELLY on 07 3890 0200**