



Head Office

Located at BCP Group Services
Offices,
Suites 1-8, Kellicar Lane
Macarthur Square, Campbelltown
NSW 2560
Phone: (02) 4629 7797 or
1300 518 240

Email

simonr@peopleselect.com.au
kristiel@peopleselect.com.au

Website

www.peopleselect.com.au

Recruiting, retaining and managing people can be a challenge.

You may require some 'people' support if you observe any of the following in your business:

- Duplication of effort
- Work 'falling through the cracks'
- Revenue focused roles are not generating revenue
- Time poor and need to recruit
- Unable to attract the employees you want
- No clear message on the value of working in the business
- Difficulty keeping your star employees
- No clear organisational structure
- Absence of a career path
- Lack of clarity about role expectations
- Difficulty motivating your team to achieve business goals
- Reward system fails to drive desired behaviours
- Absence of a system to manage performance (good & poor)
- Communication break-downs between management and employees
- No personal growth or development plans

Who are we?

PeopleSelect provide professional services in:

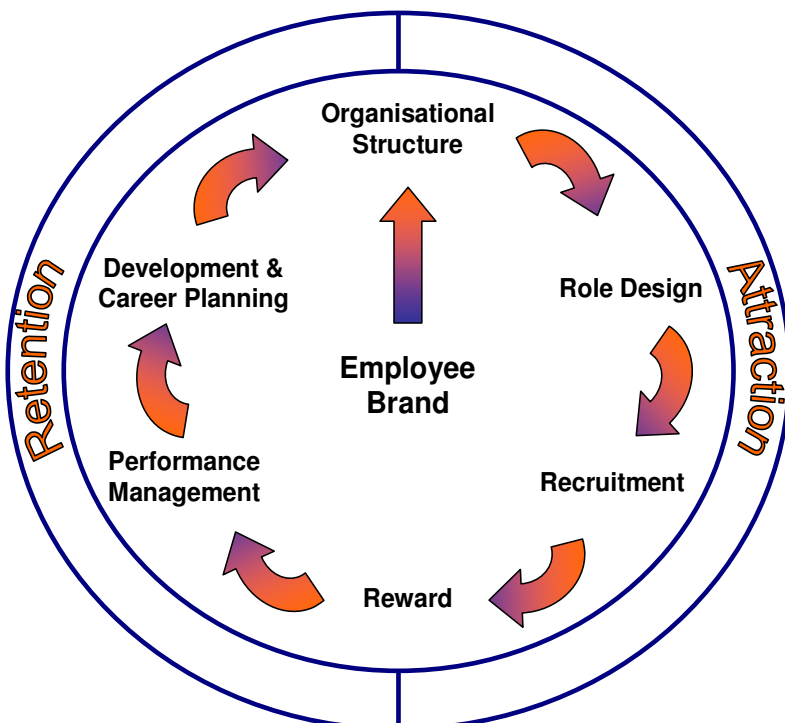
- Recruitment
- Temporary and Contract Employment
- Strategic Human Resource advice

Based in Macarthur, we are passionate about supporting local business.

We strive to help businesses achieve their growth aspirations by helping them attract and retain the right people.

We partner with your business to find the most effective people solutions.

What we do.....



“The new staff members recruited by Simon are an asset to the Agency. It’s like providing staff who were tailor made.”

Annamaria Wood, General Manager
Macarthur District Temporary Family Care

“PeopleSelect provide a professional and a value for money service. We highly recommend PeopleSelect.”

Chris Paul, Partner
Caldwell Martin Cox

Service Scope

Area	What?	Why?
Organisational Structure	Understanding the current structure of the business and the roles within it. Reviewing the effectiveness of the structure looking at actual time allocation to core activities. Clarifying reporting lines and any succession plans.	A lack of clarity around the structure and where time should be spent can impact on the ability of a business to maximise revenue. Poorly defined reporting lines can impede communication flow and hinder decision making.
Role Design	Understanding the desired roles within the business and documenting these. Involves the identification of performance standards for core activities.	A lack of clarity around roles can often result in duplication of effort or work 'falling through the cracks'. Poor role definition can make managing poor performance or recognising good performance more difficult. A clearly defined role can enhance a potential candidates understanding of a role before applying, supporting retention.
Recruitment	Understanding of your Staffing requirements. Manage the development and placement of client approved advertisements into a wide range of media; screening candidates; interviews; short lists and candidate reports; reference checking; negotiation of offer, acceptance and replacement guarantee period. Development of a candidate assessment approach and interview questions to meet role and business requirements. Creation of an interview guide and tool for assessing candidates.	The process of finding employees who are both experienced and a 'fit' to your business is very labour intensive! When you advertise a position you can literally receive 100's of applications, many of which are unsuitable and many of which contain inaccurate information! When handled internally, the recruitment process can occupy a significant amount of your own employees' time! Generic interview questions do not often provide managers with an understanding of the best candidate for their role. Enhanced questioning provides employers and prospective employees a more comprehensive understanding of typical role challenges improving the retention levels for selected candidates.
Temporary Employment	Understanding your short term staff requirements and quickly provide your business with qualified staff. Responsible for and bear the financial burden of recruiting, screening, testing and hiring workers; payroll tax and superannuation expenses and paperwork.	Temporary employees are hired to assist employers to meet business demands yet allow the employer to avoid the cost of hiring a regular employee. Sometimes, it is the expectation of the employer that if the temporary employee is successful, the temporary employee will be hired.
Reward Structures	Understanding how employees and business owners are rewarded and comparing this to typical market practice. Exploring the behaviour that the business is wanting to encourage and developing a reward strategy that supports these objectives. This reward strategy may consist of monetary and non-monetary rewards.	Remuneration concerns are a common issue faced by business owners, with employees often suggesting that they are not getting paid what they are worth. A review of existing practices and establishing a meaningful reward framework allows employees to see the score and know how to earn more. Supports retention of key talent & can also attract high quality candidates. Supports the growth objectives of the business and encourages behaviours that reinforce the culture of the business.
Performance Management	Understanding and documenting how performance will be measured in the business. Clearly defined performance frameworks help to clarify individual expectations around their role and their contribution to the business as a whole. <i>This is often linked to reward strategies & development planning.</i>	A poor line of sight between business strategy and an individuals contribution to it can lead to a disengaged work force. A documented timeline for reviewing individual performance is important for encouraging desired behaviours in a timely manner. Documented performance processes aids discussions on over and under performance.
Development & Career Plans	Understanding the skills and competencies required to undertake a role, assessing team members against these areas and constructing a learning & development plan to reach development goals.	Organisations who invest in the learning & development of their employees gain through improved job performance and improved retention. Employees who learn new skills may be able to transition into other roles within the business and / or help in growing the success of the business.
Employee Brand	Understanding the elements that differentiates a business from other employers is critical for attracting the desired candidates and then retaining these employees in the business. The development of an Employee Value Proposition is critical to positioning the business in the market.	Enhances the engagement level of the current workforce. Provides potential candidates with a clear snapshot of the entire employment offer. Focuses management on the importance of 'people' in the achievement of business outcomes.