

Customised Recruitment Services



SarinaRusso
Recruitment



CORPORATE MEMBER

Career • Talent • Workforce

Customised Recruitment Services

Sarina Russo Recruitment is not JUST a Recruitment agency! We are career planners and enhancers, business partners and advisors. We live by the motto “enhancing lives, energising people.”

We consult and partner with you to determine the most cost effective and fully customised solution to align with your business demands and market trends. Individual items can be added on to your chosen package or engaged separately to deliver the flexibility to suit.

	Specific Items	Bronze Package	Silver Package	Gold Package
RECRUITMENT SERVICES				
Sarina Russo Recruitment Web Advertising of Vacancies*				
Compose the advertisement, list on Sarina Russo Recruitment jobs board & manage response		✓	✓	✓
*Not available for separate purchase				
Media Advertising of Vacancies				
Compose the advertisement, coordinate with chosen media outlet & manage responses. NB - Print media at client's cost	✓		✓	✓
Screening of Applicants				
Listing of applicant's initial suitability to meet basic role criteria. Response to the advertisement can be analysed and reported to varying required degrees upon request.	✓	✓	✓	✓
Shortlisting of Screening				
Short list compiled of suitable applicants with highlighted suitability referenced to key role criteria. Shortlist is presented with preliminary candidate summaries.	✓	✓	✓	✓
Registration				
Face to face to interview with consultant , computer assessments, referencing & profile of applicants	✓	✓	✓	✓
On-Line Skills Assessments				
Qualified benchmark skills assessments				
Word, Excel, Basic Typing	✓	✓	✓	✓
Advanced Typing, Power Point, Data entry (Alpha & Numeric)	✓		✓	✓
Grammar, Arithmetic, Spelling	✓			✓
Management of Interview Process				
Coordination & scheduling of external interviews, collating interview feedback from all parties, advising candidate of interview outcome/feedback, negotiation of offer, coordinating of letters of offer / contracts and acceptance	✓	✓	✓	✓
Reference Checking of Suitable Candidates				
Reasonable measures of validation of referees and recent employment history and presentation of reference report.	✓	✓	✓	✓
Candidate Guarantee Options ** conditions apply				
3 month free of charge candidate replacement		✓		
3 month free of charge candidate replacement or optional credit guarantee			✓	
6 month free of charge candidate replacement or optional credit guarantee				✓
**Not available for separate purchase				

	Specific Items	Bronze Package	Silver Package	Gold Package
RECRUITMENT VALUE ADDED SERVICES ##				
Qualification/upgrade of skill set				
Industry focussed accredited and non-accredited training offered at preferred client rates for new and existing employees.	✓			
Independent Interview Panel Observer				
Independent body to observe in external (client) interview process and provide professional guidance and feedback.	✓			✓
Interview Scribe				
Provision of impartial interview scribe and reporting.	✓			✓
EAP Service				
Employee Assistance Program - conducted by Qualified Experienced Occupational Psychologists	✓			
Staff Engagement Surveys				
Measurement and reporting tools to identify staff satisfaction and engagement levels within the business.	✓			
Exit Interviews				
Impartial party to gather requested feedback from candidate leaving employment with company.	✓			
Reviewing of Interview Questions and Position Descriptions				
Review and feedback on existing interview questions & positions descriptions	✓		✓	✓
Psychometric testing				
Utilising a wide range of psychological tests to support the selection process for any level of staff member. We can also provide tailored psychometric solutions to aid staff development and coaching	✓		✓	✓
Group Assessment Activities and Reporting				
Facilitate assessment days and reporting and assessment conducted by a qualified psychologist	✓			
Sarina Russo Apprenticeships				
Sourcing appropriate candidates, facilitating sign up and training.	✓			
Business Intern				
Free intern service provided through James Cook University Brisbane. Proven valuable during times of increased business activity	✓			

Any Services engaged will incur a small out-of-pocket-expenses charge of \$300 plus GST.

Some services are delivered in conjunction with our group partners

Our Group Partners

As part of the Sarina Russo Group, Sarina Russo Recruitment are able to offer a unique point of difference within the employment market. By engaging with our group partners we are able to cost effectively enhance your existing and new employee's skill sets through education or via nationally recognised training.

Sarina Russo
Apprenticeships

Sarina Russo
Institute

VOICE

Joblinx
Linking employers & students

Sarina Russo
Job Access

Sarina Russo
Recruitment

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