

INTRAWORK

BUSINESS SERVICES

TALENT CONNECT



TALENT CONNECT WHAT'S INCLUDED

FREE 30 MINUTE CONSULTATION

This is where we will discuss your workforce strategy and needs, ensuring that we find you the best candidates for the job.

HR LITE SUPPORT PACKAGE FOR ONE MONTH

Get professional HR advice when you need it. With up to four enquiries for the month, you sharpen your HR toolkit with advice and more templates.

SALARY AND BENEFITS 'STACK-UP' REPORT

We will conduct a competitor's analysis report, to show you how your position 'stacks-up' against the local competitors in your industry.

I/W

RECRUITMENT SERVICE INC. ADVERTISING

Let's find your talent. We will write, post and manage the job advertising process, finding you the best people for you to connect with.

FORMS, TEMPLATES AND CHECKLISTS

From phone screen templates through to compliance checklists. We will supply you with everything you need to get your talent on board.

COMPLIANCE AND ONBOARDING

Once you have connected with the right talent for you, let us get them on board. We will sort the administration for you so you can focus on your business.

THE PROCESS IS SIMPLE

We provide as much or as little support as you need.

01

FREE 30 MINUTE CONSULTATION

02

ACTIVATE NETWORK AND GO TO MARKET

03

WE'LL SOURCE, SCREEN, AND SELECT TALENT

04

THEN OVER TO YOU FOR INTERVIEWS

05

YOU CHOOSE THE TALENT FOR YOUR JOB

06

BACK TO US FOR EMPLOYEE ONBOARDING

WHAT ARE THE BENEFITS?

- Access to on-hire recruitment specialists when you need it, and not when you don't
- More cost effective than hiring internal resources
- Focus on growth, not your recruitment
- No hidden costs



FAQ's

How do I use this service?

Click on the book now button for your free 30 min recruitment consultation. Fill in the pre-booking form, select a suitable date and time and we will take it from there.

How long does the hiring process take?

During your initial consultation we will discuss your business and hiring requirements. From this discussion, and depending on your goals - we will be able to advise whether this is likely to be achieved within the month.

What happens there are unexpected delays?

As with any project, disruptions can sometimes unavoidable. Should your consultant be unavailable for part of your month - we will provide additional resources and extend your subscription for any time lost.

Are there any role restrictions to the service?

As we start moving into more senior positions, the recruitment process becomes more extensive. These roles require an extensive screening and interview process, and a more hands on approach. We can certainly assist with these positions, however will be POA.



"MOVE FORWARD. GOOD THINGS ARE UP AHEAD."



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BUSINESS SERVICES

TERMS AND CONDITIONS

Scope of this Agreement

This agreement shall apply to

- a) any business proposed to be undertaken by IntraWork Group Pty Ltd (hereafter referred to as IW) on behalf of the Client; and
- b) the employment, engagement or other use by the Client of a Candidate introduced by IW

1. The Talent Connect Package

- 1.1 IW shall use reasonable skill and care in the sourcing and introduction of Candidates to the Client
- 1.2 The Client shall provide to IW all information reasonably necessary to enable IW to assess the suitability of a Candidate for a Placement
- 1.3 IW gives no warranty or representation that any Candidate is or will be willing or available to accept or commence any placement
- 1.4 The Client acknowledges that the final decision to employ or engage a candidate rests with it

2. Package Inclusions

- 2.1 IW shall use reasonable skill and care to source, screen and introduce all suitable Candidates sourced throughout the process
- 2.2 IW shall coordinate and schedule the Client and Candidate introduction and interview process
- 2.3 IW will complete employment references for all introduced candidates
- 2.4 IW will coordinate and process up to 3 successful candidates employment documentation. Including employment contracts, superannuation, tax declaration and obtaining relevant qualification and licensing
- 2.5 IW will provide the client with supporting documentation to assist the hiring process as defined in the package details
- 2.6 IW will work on the proposed vacancies for 6 weeks from once payment is received

3. Fees

- 3.1 The Fees payable by the Client to undertake the Talent Connect Package are charged as a flat fee of \$2,995 + GST per marketed vacancy
- 3.2 The Fees are to be paid prior to the commencement of the proposed works

4. Payment and Additional Costs

- 4.1 IW will commence works once the fee is paid in full
- 4.2 Additional candidate processing will incur a cost of \$195 + GST and to be approved by the client in writing
- 4.3 Customised branding of documentation provided may be requested at an additional cost
- 4.5 All fees are quoted GST exclusive. GST shall be charged on fees at the prevailing rate

5. Money Back Guarantee

- 5.1 IW will provide a money back guarantee of 50% to be credited by electronic fund transfer as a refund within 14 days if IW fails to introduce any suitable Candidates to the Client within the 6-week period