



PERMANENT AND TEMPORARY RECRUITMENT CONSULTANTS

The process of recruitment and training can be complex, time consuming and very expensive. If the wrong person is hired the whole process has to be repeated at a huge cost to the employer.

All too often, the busy employer will place advertisements that attract no response, or, worse, they attract a large response of unsuitable applicants. Days are wasted interviewing and the end result is no one is hired.

Using the services of Action can resolve all your recruitment problems — and return dividends in terms of time and money saved.

Action Consultants have the skills and expertise to locate the best person available for the job. They can help secure the people who will become your greatest assets — the people who will make a valuable and long term commitment to your business.

You stand to gain the most benefits by talking to any Action Personnel Consultant as soon as you have identified the need to recruit.

Action Personnel Consultants can help with any or all of the following:

***“Hiring the
wrong person is
one of the most
costly mistakes
an Employer can
make”***



The Job Description

An important element in the recruitment process, the job description, will give both the Employer and Applicants a clear understanding of the responsibilities involved in the job. Action Consultants are skilled in the structuring of this essential document.

Advice on Salaries

Action Consultants are continuously in touch with market conditions. They can advise you on the correct remuneration package you should offer to attract the right person.

Advertising

Action Consultants are skilled in writing recruitment advertisements which attract the best candidates for the job. Anonymity is another reason for advertising through a consultant. If you don't wish to be seen advertising a vacancy, this is the only realistic option, since few people are willing to respond to a box number.

Screening

The assessment of initial response to any advertisement requires real objectivity as well as considerable experience. It's a difficult and time-consuming exercise, one that many Employers are happy to delegate to their Consultant.

Interviewing

Action Consultants are skilled in the art of interviewing. They are able to gather the precise, relevant information that is essential for short listing the most suitable people.

Short Listing

This is where Consultants can be of most assistance to you. They will select the best applicants and arrange for you to interview them. This means that you only see people who have the necessary qualifications, skill and experience to do the job well.

Reference Checking

This is an important part of the recruitment process. Action Consultants are trained to speak with the Referees and carefully check all aspects of the person's job performance, attitude and personality.

Personality & Attitude Testing

Action Personnel uses a leading edge, cost efficient assessment to measure personality traits, cognitive abilities and attitudes for pre-employment screening, however the test is designed to be used throughout the lifecycle of employees for selection, development, succession planning and career development. An essential tool in the recruitment and retention of employees. Action Consultants are skilled in the area of interpreting and explaining assessments. These tests are part of the recruitment process or individually purchased.

Skill Testing

Computer testing is an important part of the recruitment process for a number of positions. These tests indicate skill, speed and knowledge of programs. Tests can be purchased individually.

Drug Testing

We use only a NZ accredited Drug Testing Agency that meets industry standards and results will stand up in a court of law.

High Ethical Standards

As an RCSA Member we subscribe to and have agreed in writing to observe a strict code of ethics in the conduct of our business. We have undertaken not to act in a manner prejudicial to or likely to bring discredit upon the prestige and good reputation of the Association or any of its Members.

Guarantee

Action Personnel offer a guarantee period for Permanent Placements effectively lowering the cost of recruitment and giving you peace of mind.

Temps

Whether its, short term, long term, part-time, SHORT NOTICE, trade, administration, management, retail, secretarial, warehouse, medical or anything in between we have temporary staff available. Action Personnel's temps are qualified and skilled with the experience you require to fill absences, overloads, maternity leave or special projects. At Action we pay the temps wages, PAYE, Kiwisaver and ACC. All you pay is one account for the hours worked. Talk to your Consultant about our special TEMP to PERM rates!

In Conclusion

Skilled, committed employees are scarce and competition for their services is intense. This makes the recruitment process expensive — but not nearly as expensive as hiring the wrong person.

So next time you need fast and effective results with a recruiting assignment, choose the professionals — Action Personnel Consultants.

www.actionpersonnel.co.nz

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Personalised Service...
Not just Personnel