

## UNBUNDLED SERVICES

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Stenhouse Recruitment Services provide a unique service designed to provide you with Recruitment CHOICES. We assist you in making the right choice by providing an unbundled services in the areas of the recruitment process which can save you time and offer specialist skills where needed.

**Our Consultants are experts in the areas that cost your company TIME & MONEY.  
Why not explore the Stenhouse Recruitment Services alternative?**

### CANDIDATE SCREENING

Candidate screening can be one of the most time consuming elements of the recruitment process and one of the most crucial. If it is not completed properly, precious time is wasted on telephone screening or interviewing candidates who are not suitable for the position. It is important to keep in mind that it is not only Company time that is lost, it is also the Candidate's time. There are two options to consider in the Candidate Screening: Resume Screening and Telephone Screening.

#### 1. Resume Screening

The first stage of the recruitment process consists of the Resume Screening. An initial meeting is held with you to ensure our experienced consultant has a good understanding of the position description, person specification and specific requirements. Resumes are assessed by experienced Consultants who base their decisions on the applicant's;

- previous work experience
- number of positions held over their work history
- longevity of service
- educational achievements
- skills and experience matched to the position

On completion of the Resume Screening, the client will be provided with shortlist of applications who meet the selection criteria.

**Pricing available upon request**

#### 2. Telephone Screening

The second stage of the recruitment process consists of the Telephone Screening. The list of pre-selected candidates are chosen from those who pass the initial Resume Screening. A tailored, competency-based Telephone Screening Sheet is developed to ensure simple things like organisational culture, person specification and industry specialties are discussed and assessed. Each pre-selected candidate is telephoned by one of our experienced Consultants and is given a brief interview. This interview is based on motivational and behavioural questions to determine the level of commitment, achievement orientation and potential each candidate offers. A Consultant may spend between 15 to 20 minutes on the telephone with each candidate analysing and rating their potential for further consideration.

On completion of the Telephone Screening, the client will be supplied with a matrix outlining the ratings from the telephone screening against the selection criteria.

**Sample of Telephone Screening Matrix**

Candidate Name	Address	Education	Previous Experience	Resume Screen: Pass / Fail	Telephone Screen: Competency & Ratings	Consultant Comments

This option also includes the administration process that is associated with the first and second stages of the recruitment process. After consultation with the client, the unsuccessful letters will be sent and the unsuccessful resumes will be destroyed in accordance with the Privacy Act, December 2001.

**Note:** Telephone screening also includes the Resume Screening service.

**Pricing is available upon request**

**SKILLS ASSESSMENT**

The assessment of Skills is an absolute in the recruitment industry as it provides us with the proof that an applicant is skilled in the areas they are required to perform. Stenhouse Recruitment is able to offer our clients flexible options in undertaking assessments on internal staff or shortlisted applicants prior to offer. We are able to provide assessments in computer software ie Word, Excel etc or for speed and accuracy testing such as Typing and Data Entry. We have over 500 available assessments and a full list can be provided upon request.

These assessments can be undertaken;

- a) Online with the Assessments forwarded to the applicant directly to complete in their home environment at their leisure
- b) Online with the Assessment forwarded to your business to ensure the assessment is conducted in a controlled environment
- c) Conducted in Stenhouse Recruitment's office

To ensure the validity of the assessment it is our recommendation that the assessment be conducted within a controlled environment ie within your office or ours.

On completion, a detailed report is provided that outlines the applicant's competence in the basic, intermediate and advanced functions of the test.

**Pricing is available upon request**

## ATTENDANCE AT INTERVIEWS

Interviewing is a daunting process for many employers. Conducting a thorough interview requires detailed preparation and consistency. We recommend developing an interview for the process that is used for note taking during the exercise. This will assist in the overall summary of the candidate's performance and the final decision.

It is important to note that some of the most prevalent complaints from candidates regarding the interview is that little was known about them or their experience and that the process flowed with no apparent structure.

To assist clients in the interviewing process, a Consultant can be present during the interviews. Whether it's to assist on the day by probing the candidates for further information or act as a scribe for the process, thus allowing you to fully concentrate on the candidate's interview. Our Consultants are also experienced in writing competency-based interviews to assist you in making an informed decision. Competency-based interviews can be discussed in further detail if required.

**Price:** To be negotiated. Numbers of candidates, type or service and seniority of consulting staff will determine final rate.

## REFERENCE CHECKING

With the ever-changing laws and privacy act amendments, reference checking is an area where many employers are uninformed. Our consultants are very experienced in this area and are refreshed with training programs to ensure this aspect of the process is never compromised.

We recommend a minimum of 2 reference checks per candidate. We do not believe in a standard reference check for every candidate and insist upon probing in areas that are of further interest or concern from the interview notes. Should Stenhouse Recruitment Services not be required for the interviews, we would request a summary of the interviewers thoughts on the candidate to assist in providing a detailed reference check.

**Pricing is available upon request**

## Options...

The above information is to be used as a **guide only**. When a decision is made to utilise Unbundled Service, we will provide a detailed service schedule outlining the process that will be followed in conjunction with any tailored components.