
EMPLOYMENT AGENCY POLICY

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EMPLOYMENT AGENCY POLICY

1. Aim

The purpose of this document is to establish a method of selecting and using Employment Agencies (EA). This will ensure maximum effectiveness in meeting the human resourcing needs of David Christie and Associates P/L (DCA), in both temporary and full time staff.

2. Selection Criteria

2.1 Licence

The EA will be licensed as an Employment Agent under the 1976 Employment Agents Act, and registered as such.

2.2 Membership

The EA is required to be a member of an appropriate Professional Association, being either the RCSA or IMCA or similar.

2.3 Experience

The EA Consultant will be highly qualified. The Consultant is required to have been with their current employer for a minimum of 12 months. A minimum of two years recruitment consulting experience is mandatory. Alternatively, they may have a minimum of twelve months recruitment consulting experience in conjunction with an appropriate qualification, either Tertiary, or an RCSA Accredited course.

The Consultant is to be a specialist, that is they will be focussed on recruitment within a particular field, industry or profession. For example, a Consultant focussed on the administrative or office work field will fill administration positions.

2.4 Communication Capabilities

The EA Consultant will have access to corporate direct e-mail for communication purposes.

3. Consultant Appointment Procedure

3.1 Terms of Business

The EA must fully state their terms and conditions, in writing, and an appropriate member of staff within DCA will sign off their proposal.

3.2 Meeting

The Consultant shall attend DCA offices to make themselves familiar with the working nature, culture and methods of DCA. At this time, specific requirements of the hire will also be made available to the Consultant, including any written documents that will assist in their search.

3.3 Transmission of Resumes

All resumes are to be sent to DCA by courier unless otherwise negotiated.