

FLEXI RPO (RECRUITMENT PROCESS OUTSOURCING)

CHOOSE A SOLUTION THAT'S RIGHT FOR YOU



Flexi's RPO – offers completely unbundled services and lets you decide how much or how little of the recruitment process, you'd like to outsource.

With time playing an integral part this will really put you in control and let you make all the decisions, whilst managing your costs.

By breaking the process into small steps and offering unbundled services, Flexi can offer a fully tailored solution that's right for you. If you are not sure how to write an ad, let us help you with that first step and you can decide to take care of the rest. Or perhaps you might need a professional to look after candidate screening.

Find your best talent with the right technology.

With the proliferation of Social Media, many companies are not discovering the best candidates. As they are no longer using traditional job search channels. At Flexi we don't just look at job boards to find the best talent. We use Social Media, referrals, and internal network to build a pool of talent.

The result - you get the best candidate and avoid costly hiring mistakes.

WHAT YOU CAN OUTSOURCE AS PART OF RPO SERVICE

- **Develop advertising** for the position to attract the best talent.
- **Place the advertising** where it will get maximum exposure to your ideal prospective candidates
- Determine the **selection criteria** for each stage of the recruitment process.
- **Screen** through each resume against the predetermined selection criteria.
- Conduct **telephone interviews** with each applicant that passes through the screening stage.
- **Interview and test** each applicant that passes through the telephone interview stage.
- **Reference check** each applicant that has been interviewed.
- **Review** with you all applicants interviewed, tested and reference checked.
- Co-ordinate with you the **first round of interviews** for the successful applicants who have been shortlisted
- On your instructions co-ordinate the required starting paperwork and **induction process**.

BENEFITS

- Full control over your recruitment process – stop at any time
- Effective risk transfer – leaving it to the experts
- Time saving and workload reduction on internal resources
- Pay as you go to minimise cost blowouts

FEATURES

- Regular updates and statistics
- Tailored to your business needs and each role
- Customised service – keeps you as involved as you want to be
- Scalable pricing model

Flexi RPO service can be as little as \$100 per hour plus GST for each service provided

Our business is at your service. Call us to arrange a discussion.

FIND YOUR BEST

flexipersonnel.com.au



TOTAL FLEXIBILITY OF RPO (RECRUITMENT PROCESS OUTSOURCING)

There are no off-the-shelf solutions when it comes to RPO with Flexi.

We create the right outsourced recruiting solution for each client.

Because we work from a recruiting framework and not a rigid process, we can be flexible in crafting the RPO service for our clients. One client's solution might involve all steps of the recruitment framework, another's might involve just one or two of them.

We collaborate with a client's internal recruitment team in whatever way serves them best. For some, we take on the hiring process in its entirety. For others, we share the hiring process with the internal team. Or we can take on full responsibility for a defined segment of hires while your team handles the rest of the company's needs.

The flexibility that's inherent in Flexi's recruitment framework means we can be super-efficient in solving each client's unique challenges. We can react and scale rapidly as your needs evolve.

FLEXI RECRUITMENT FRAMEWORK



Sourcing

1. Professionally written advert (blind or branded)
2. Advertising on Flexi's website, job board and social media platform
3. Advertise on Seek for 4 weeks – advert is refreshed each week.
4. If newspaper advertising is required this will be charged at cost.



Induction and Communication

1. Once a week to debrief you on all applicant interviews and provide a shortlist
2. To provide feedback to unsuccessful applicants.
3. To communicate to successful applicants and confirm course details.
4. To remain in contact with each applicant to maximise attendance
5. To ensure that each applicant has all the required payroll information completed.



Screening

1. Collect and process applications into our Recruitment Management System.
2. Pre-screen resumes to pre-determined criteria.
3. Deliver to you via email resumes that satisfy criteria at the end of each day.
4. Refresh advert each week.
5. We would include in this process all the applicants you have received and were not considered.
6. Assist in Information Briefings if required.
7. Provide reports for all applications screened at the end of each period.



Interviewing and Assessment

1. Conduct a phone interview with applicants that satisfy the pre-screen criteria.
2. Record all answers given to the pre-determined phone interview questionnaire.
3. Deliver the required script outlining the positions to be filled.
4. Provide an assessment on the applicant and deliver to you via email along with the applicants resume at the end of each day.
5. Conduct the normal Flexi interview and testing
6. Record all answers
7. Provide an assessment on the applicant

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