

# Recruitment Services

## Recruitment Sessions

*Staff struggling with selection criteria? Not doing well at interviews? Failing to win their own job when advertised but can do the work?*

In our one-on-one recruitment sessions run by a former Director Public Affairs, they will get to practice their job application skills and experience a mock interview. During the interview, we'll stop and explain what they are doing well and where they can improve, provide them with pointers to improve their performance and explain to them what the panel is looking for as well as the thinking behind the questions. A great investment in their future.

## External Panel Member

*Too busy to sit on a panel or to write up the notes, but you need an experienced public affairs officer?*

You might wish to engage us to be a panel member. We can supply experienced public affairs officers to sit on all panels recruiting juniors to senior executives (SES). Depending on what you need done it can be an hourly rate or fixed rate .

## Short-listing

*One look at the pile of applications and you're exhausted just thinking about it?*

*Prefer to have senior experienced public affairs officers doing the assessment and writing up the report for you? Then you're in luck...*

We can quickly assess the applications and prepare the write-up – either on your corporate template or one we've developed over years of practice. If you don't have the hours it takes to assess applicants and write up the

short-listing process, you might wish to engage us to undertake that role for you as well. We work quickly and we can turn around most jobs a few days – depending on the amount of notice provided and the urgency of the job.

## Scribes

*Are you tired of the time and effort it takes to write up an interview when you could be doing something else?*

If you need someone to sit in during the interview, take notes and write up the session then prepare all the paperwork, let us know. We have people on standby with these skills.

## EAs and PAs

*Need an EA or PA to help in the public affairs team?*

A number of our junior public affairs candidates, along with soon-to-be graduates, are champing at the bit to gain entry into communications-type areas in either the public or private sector, and are willing to accept an administrative role as a means of getting a foot in the door. We also receive many enquiries from EAs and PAs who are looking for work and know that good EAs and PAs are hard to find. Many of them attend our writing courses so we are able to check on their skills and experience in a practical environment.

*"Karen's advice was great. I thoroughly recommend anyone seeking APS media work from outside to get her advice first."*

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*Our recruitment sessions consistently rated 5 out of 5.*

*"Excellent!"*

## Need more Information?

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