

CAMPBELL PAGE

• COMMUNITY • EMPLOYMENT • OPPORTUNITY •

Employer Handbook

BE THE BEST
YOU CAN BE.

CONTENTS

Introduction	3
Recruitment Services	4 - 5
Training	6 - 7
Indigenous Employment Services	8 - 9
Disability Employment Services	10

INTRODUCTION

Whether you are looking to fill a temporary or permanent position, our Campbell Page recruitment specialists do the hard work for you. From advertising the position to screening applicants, we are dedicated to finding the right fit for your workplace.

Campbell Page is a **jobactive** host that partners with other employment services providers to ensure we offer a large pool of candidates. We provide both FastFind and Recruitflex programs, to help you find the right people for the job. FastFind is utilised to fill positions that are long-term, whereas Recruitflex is specifically used when an employer is searching for casual staff.

Additionally, we provide a number of services to help up skill your current and potential employees. We work closely with our Indigenous employment specialists to develop employment programs that will assist in Closing the Gap. Campbell Page also provides Disability Employment Services that aim to increase the number of individuals with a disability into long-term employment.

From training to ongoing mentorship and support, we can help you develop your workplace into a thriving and successful team.



RECRUITMENT SERVICES

We provide professional recruitment services for employers large and small. Whether you're looking for new permanent staff or flexible temporary staff, we are here to help. Campbell Page does not require you to pay recruitment fees when you hire staff on a permanent basis.

We provide end-to-end professional recruitment services under the Disability Employment Services, jobactive and the Remote Jobs and Communities programs for the Australian Government. This means we will work with you throughout the whole process of hiring to make sure you get the perfect candidate.

We will:

- Assess whether your business is eligible for incentives e.g. Government wage subsidies
- Shortlist candidates according to their experience, capacity and qualifications
- Screen candidates through initial interviews, as well as police and working with children checks (where required)
- Coach candidates so they're ready to work from day one
- Work with you and the candidate after placement to make sure everything goes smoothly

Campbell Page is committed to finding the right person for the job. We'll hand-pick your candidates making sure they suit your business needs, conduct first interviews, screen them according to your requirements and, if needed, provide training to fill skills gaps.

We'll even provide simple administrative support such as resume copying, interview appointments, suggested interview questions, referee checking, and basic award information to help take the hassle out of hiring.

We won't just fill a position — we'll treat you like a partner. That means you get our full commitment and support for six months after hiring someone new. This may be through extra training for your recruit as your needs change, or simply supporting the transition into their new job. Whatever you need, we're here to help.



LONG-TERM EMPLOYMENT

FastFind is a tool that allows Campbell Page to bring together employers, employment consultants and job seekers.

FastFind allows for job vacancies to be viewed exclusively to our wide range of candidates for at least three days before it is made open to job seekers outside of our partner employment service providers.

Our employment specialists speak to employers about each vacancy to obtain more information and develop an 'industry benchmark' or 'profile' for that position that is then used to match jobs with the ideal candidates. Once candidates are matched to vacancies Campbell Page consultants conduct phone interviews and put forward the best job seekers to the employer for consideration.



TEMPORARY EMPLOYMENT

With candidates ready for permanent and temporary positions, our sister company Recruitflex can help you find new resources or help you build a flexible workforce.

Specialising in professional services, office administration and light industrial work, Recruitflex is committed to ensuring that clients do not encounter a generic, out of box, experience. Recruitflex staff are well informed and will offer genuine advice and solutions specific to the needs of our clients.

As a social enterprise, Recruitflex applies market-based strategies to achieve a social purpose.

Rather than being directed to shareholders, 100% of the profits we generate are transferred to Campbell Page Community Programs for redistribution to the communities we serve.

<http://www.recruitflex.com.au/home>



TRAINING

Campbell Page Training Services deliver dynamic and employment-focused programs to a wide range of businesses and organisations across Australia.

We work closely with our employer partners to devise training that meets their needs, including skills shortages, qualification requirements and flexible delivery to minimise impact on businesses.

TAILORED PROGRAMS AND SKILL SETS

Sometimes your employees don't need a full qualification to gain the skills you need. Training in select units (or skill sets) can significantly impact on staff performance.

We work with you to develop training that builds the skills of your staff in the specific areas or create Skill Sets Training that builds the competency of your staff to improve workforce productivity.

As a registered training organisation (RTO), we're qualified to offer:

- Certificate III in Individual Support
- Certificate III in Home and Community Care
- Certificate III in Aged Care
- Certificate II in Community Services
- Certificate III in Early Childhood Education and Care
- Diploma in Early Childhood Education and Care
- Certificate II in Retail Services
- Certificate II in Business

TRAINEESHIPS

A traineeship or apprenticeship is an employment-based training arrangement where a trainee or apprentice combines practical experience in the workplace with training. A traineeship or apprenticeship meets conditions recommended or required for the achievement of a qualification outcome under a training contract. The qualification must be recognised within Australian Qualifications Framework (AQF).

We are accredited to provide trainees or apprentices with the following qualifications:

- Certificate II in Retail
- Certificate II in Community Services
- Certificate III in Children's Services
- Diploma of Children's Services (early childhood education and care)
- Certificate III in Aged Care
- Certificate III in Home and Community Care

We will:

- Tailor the training to meet your business needs — you decide when, where and how the training and assessment is conducted.
- Help you to find a trainee or apprentice — we'll handle the recruitment process, interviewing and screening.
- Work out what funding you might get — our staff can guide you on what financial incentives you might be eligible for when you hire an apprentice or trainee, and point you in the right direction for more information.

UPSKILLING YOUR WORKFORCE

We provide a range of employability training courses to help employees:

- Become familiar with changes in the workplace after extended absences from the workforce, particularly technology
- Plan their career and the training they'll need
- Develop customer service skills for a broad range of industries.



REMOTE JOBS AND COMMUNITIES PROGRAM, NORTH QUEENSLAND

We work with businesses, community and residents on Palm Island to create new opportunities through the Australian Government's Remote Jobs and Communities Program.

At Campbell Page we provide services to regional employers including:

- **Recruitment and job-matching services:** We'll work with you to find skilled candidates and make sure they have the attributes you need.
- **Help you get wage subsidies:** We'll help you work out whether you're eligible for wage assistance and other financial assistance from the Australian Government. Other incentives include assistance with work gear, safety equipment, workplace modifications and training.
- **On and off-the-job training:** We can help arrange training that suits your needs. We'll work with training organisations on your behalf, and work with you to arrange tailored training that ensures your staff have the skills they need without impacting your business operations.
- **Help arrange school-based traineeships:** Let us help you find the best young talent. We work with schools and businesses to prepare young people for the transition to jobs after they've left school.
- **Assistance with work experience or voluntary work:** We can help you find and select people interested in work experience or voluntary work with your business.
- **Support and mentoring:** We'll partner with you and your new recruit to ensure that it works out after you've hired. This might mean simply keeping in touch with you and our candidates to make sure everything goes well, or providing extra training once they're on the job.



INDIGENOUS SERVICES EMPLOYMENT SERVICES

Help us close the gap. We work with local, regional and national businesses to employ Aboriginal and Torres Strait Islander Australians.

As a **jobactive** and Disability Employment Services provider for the Australian Government, we'll support you through a variety of services.

These include:

- Free recruitment services - we select, screen and interview candidates to make sure they've the right skills and attributes to suit your workplace.
- Help accessing wage subsidies and other financial incentives - You might be eligible for a range of subsidies and incentives from the Australian Government. We'll help you work out whether you're eligible for financial incentives, like wage subsidies.
- Tailored pre-employment programs and skills training - we'll work with you and potential candidates to make sure they're ready to work with you from day one. We offer a range of training at our employment hubs, or can work with your preferred Registered Training Organisation (RTO) so that your recruits are job-ready.
- Support and mentor both you and your new employees throughout the process - as a provider of Indigenous Employment Programs, jobactive and other employment services for the Australian Government, we support businesses across Australia to employ Aboriginal and Torres Strait Islander Australians.



DISABILITY EMPLOYMENT SERVICES

If you're looking for skilled new staff, want to help your community, or fulfil your corporate social responsibility goals, we can help you find and hire people with disability.

As a provider of Disability Employment Services for the Australian Government, we'll provide you with professional advice and recruitment services.

We will help you through:

- One-on-one support from our consultants, who will walk you through all your options, possible incentives and the process.
- Free recruitment services to make sure we find the right fit for your business. They'll screen, interview and prepare candidates to make sure your candidates are right for the job.
- Pre-vocational training and support so that your new recruit is ready for work on day one.
- Help accessing incentives and financial assistance through the Australian Government. These could include wage subsidies, workplace modification incentives and other financial assistance.

At Campbell Page we are dedicated to supporting employers both during and after the recruitment process. We know that a mentally healthy workplace is a major influence on high staff morale and we want to help you achieve it. For free information and tools to assist you achieve a mentally healthy workplace please visit Heads Up.

