

Our Goals, Your Priorities

- Attract large numbers of well-qualified applicants
- Hire people who will perform well and stay with your organisation
- Fill vacancies quickly and economically, minimising costs
- Attract applicants willing to accept offers, minimising counter offers
- Generate positive company branding
- Post placement follow-up to ensure smooth transition



Streamlining the Recruitment & Selection Process

- Reduce Costs
- Streamline Internal Resources Required
- Increase Quality of Applicants
- Improve Turn Around Times
- Ensure Quality Selection Process
- Provide consistent service across the Group

PROFESSIONAL FEES

Total Salary Package: Fee:

\$0 – \$49,999	14%
\$50,000 – \$99,999	16%
\$100,000 plus	18%
Executive Search	20%

Other HR Services

Other HR related services, including but not limited to employee performance management, training, remuneration consulting, career counselling/outplacement will be quoted by PEOPLE IN PROPERTY PTY LTD prior to any work commencing, and will be billed as individual projects.



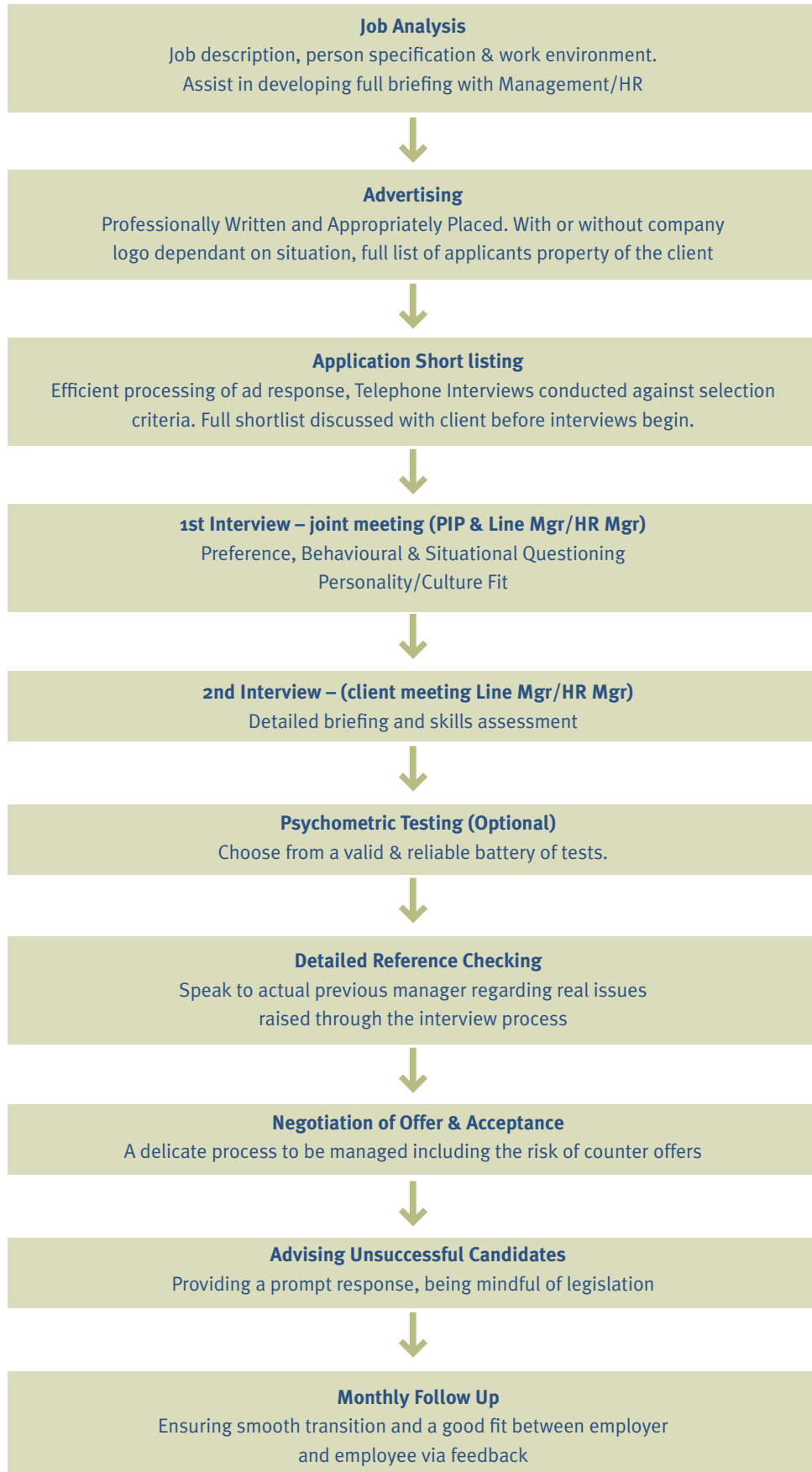
TERMS OF PAYMENT

PEOPLE IN PROPERTY PTY LTD shall invoice for recruitment and selection services in the following manner:

1. The total fee will be based on the total remuneration package which will include the annual base salary, projected commission or bonuses, superannuation, and company vehicle as valued by the client.
2. 50% of the total fee will be billed once written approval is provided to commence an assignment. This will provide payment for all processes required from job analysis through to final short listing.
3. 50% or the balance of the total fee will be billed once there is a verbal offer and acceptance by the successful candidate. This will provide payment for all processes required from final interview through to 3 month follow up. The final fee will be adjusted according to the actual total salary package offered.
4. Any costs incurred for advertising as part of the recruitment process will be billed directly by the advertising agency appointed by PEOPLE IN PROPERTY PTY LTD. Other costs, such as travel, will be assessed on a case by case basis.

All invoices submitted by PEOPLE IN PROPERTY PTY LTD shall be paid within 14 days from date of invoice to validate the replacement guarantee.

People in Property Methodology – Working with you



Benefits of our Methodology – Working with You

Job Analysis

People in Property Pty Ltd works as an extension of the Management team understanding the company and its culture intimately.



Advertising

Ads can be published with or without the company logo to assist in all recruitment situations. Working exclusively with you, our business is not based on marketing a database, but providing end to end HR solutions.



Application Short listing

People in Property Pty Ltd manage the candidate enquiry to minimise the burden for the HR dept/line manager. Short listing processes can be immediate and assessed accurately against selection criteria.



1st Interview – joint meeting (PIP & Line Mgr/HR Mgr)

People in Property Pty Ltd (PIP) work with the HR/Line Manager to assess initial shortlist. Assisting by structuring the interview and assessing person-company fit.



2nd Interview – client meeting (Line Mgr/HR Mgr)

The Client will complete interview/s with chosen candidates to complete further individual assessments and promote their company in more detail.



Psychometric Testing (Optional)

People In Property Pty Ltd can manage the administering of testing as required, again to provide further effectiveness and efficiencies.



Detailed Reference Checking

Assurance that all referees spoken to are valid previous direct reports. This time consuming process can also be managed by PIP to limit the drain on internal resources and gaining an unbiased view as a third party.



Negotiation of Offer & Acceptance

Managing the negotiation of offer and acceptance is vital right up until the day the person joins the team. PIP can provide the resources to commit to this delicate process which links directly back to the initial preference interviewing and setting expectations.



Advising Unsuccessful Candidates

Candidate management is imperative for company image. Prompt responses are the best, providing fair and valid feedback that is in line with legislation and company policy.



Monthly Follow Up

Follow up by a third party can assist in easing “teething problems” that may occur when someone joins a new team. It is an extension of the company performance management system that assists the manager in inducting the new employee to provide a smooth transition.

Our Goals, Your Priorities:

- Gain knowledge of up to date market data/competitive analysis
- Develop remuneration strategies to attract and retain the best employees
- Link remuneration to company culture & objectives
- Adhere to regulatory requirements



Our Process

- Understanding & Review of Company Culture regarding remuneration policy.
- Understanding & review of current company structures for remuneration — individual packages and salary banding for different levels within the organisation.
- Review of Individual Salary Packages against market based on previous experience, current job role and future potential against market.
- Administering Pay within Legal Regulations
- Developing a process for Annual Reviews internally and externally against market rates
- Reviewing & Developing performance based pay systems, bonuses, awards, profit sharing etc.
- Establishing Competitive Salary Packages to Attract New Employees

Our Goals, Your Priorities:

- Linking each individual's performance to the real needs of your business
- Fostering a culture of open communication
- Providing a focus on developing and improving employee performance
- Developing channels for feedback, recognition and professional development



Requires a Customised Approach:

People In Property Pty Ltd provide expertise in developing and maintaining your employee performance review processes. A performance management system is imperative to measuring and improving business results via linking and monitoring each individual's performance against overall business plans.

An effective performance management system requires goals to be set at all levels of the organisation and incorporates ongoing review and feedback.

Each organisation requires a tailor made system that suits their business philosophies, structure and culture. Our consultants can assist in creating a new system or assisting with the further development of a current system.

We believe the less cumbersome the system, the more user friendly and readily accepted the processes will be at all levels of the organisation.

Performance management systems evolve as the business and its culture matures. Your current staff review system may be improved to assist with any of the following:

- Retention of key staff
- Developing skills within your business that you need for the future
- Identifying key people for promotion/succession planning
- Employee job satisfaction
- Providing a platform from which to review salary packages and provide incentives

Our Goals, Your Priorities:

- Provide a diagnosis of individual and group training needs
- Establish clear objectives for training programs
- Maximise the return on investment by improving quality and effectiveness
- Increasing employee motivation and retention

RETURN ON INVESTMENT: People In Property Pty Ltd will enable you to provide the right training, to the right people, saving you time and money & allowing you to focus on your core business.



Keys to Success:

Training Needs Analysis

Identifying training needs is an effective process for organisations looking to improve business results, by focusing on individual and team performance.

Identifying Training Needs can be an efficient and effective process if linked directly to the staff performance review process.

People In Property Pty Ltd can assist in assessing:

- Who needs to be trained & Why?
- What methods of training are available?
- How can the effectiveness of training be assessed?
- Why should the investment be made in particular training programs?

Taking Action: Sourcing & Implementing Quality Training Programs

People In Property Pty Ltd can source the most appropriate training methods, based on the training needs analysis conducted.

Secondly, we can co-ordinate the implementation and review of training programs, to ensure they are completed as promised, measuring delivery of results back to the business while monitoring the investment against budget.

Succession Planning

With organisations continually needing to reassess business strategies to meet the market, there is an ongoing requirement to develop succession plans to both remain competitive with its human resources and retain the best people. As your organisation sets its strategic direction we work closely with you providing up to date industry and market intelligence to assist you in:

- Developing successful team structures
- Identifying key talent for succession programs
- Providing “high potentials” with necessary personal development and commitment
- Ensuring key staff are retained providing leadership continuity
- Maintaining a balanced mix of workforce – stability + high achievers



Outplacement & Career Counselling

Sometimes restructures will lead to redundancies. Outplacement provides an organisation with a program by which they can assist individuals' depart from an organisation, particularly when they have been valued for their service. Providing support and direction that assists those offered redundancy is imperative to comply with legal requirements in addition to being an important public relations strategy.

Our role is to provide you with a successful Outplacement Program that is specifically designed for your needs that consider the impact on your market place, as well as the impact on all of your staff, both those leaving and those staying. Talk to us about our coaching services that can minimise the painful aspects of career transition, and assist your former employee to successfully manage their transition to a new role in a new company.

The ability to match individual's attributes against their own expectations and those of the organisation to which they belong, or wish to belong, is the key to long-term career and succession planning.

Individuals are regularly reviewing their own career path and considering new options. This is an important process that can be a life-changing event. People In Property Pty Ltd can assist individuals by facilitating an assessment of their personal attributes, skills, qualifications and expectations required to fulfil career goals. Constructive unbiased advice may assist in making important career decisions.