



Professional recruitment service

BRACE
EDUCATION TRAINING EMPLOYMENT



BRACE Gold

Over the past thirty years BRACE has developed a reputation for providing customised, tailored solutions for business in education, training and employment. Recent history has seen the demand for a first class recruitment service – a service that takes a customised approach taking into consideration geographical location as well as the way a position is advertised and promoted. It is through this demand that we have created BRACE Gold.

BRACE Gold has been created from a concept of offering more than just a recruitment service. BRACE Gold is your total customised HR solution. We don't just find the right person for the right job, and at the right price; BRACE Gold offers its clients the ability to tailor an exclusive package just for them. We can do everything from assisting with position descriptions to adding additional rounds of interviewing including testing and profiling services.

BRACE Gold can make use of an already established network of contacts in larger metropolitan areas, getting your position out to an audience far beyond your geographical area, attracting a greater number of higher skilled applicants for your position. BRACE Gold also has extensive networks with universities – a great opportunity for businesses thinking of attracting graduates.

The BRACE Gold team hope you find the information contained within this brochure useful and we encourage you to contact us with any further questions or for a free consultation.



Services provided to Employers



Our professional recruitment service BRACE Gold has been designed by working with employers like you to make sure that we meet your business needs and specifically find skilled, appropriate candidates for your business.

BRACE Gold recruitment services include free quotations on customising a fee for your recruitment needs.

Services provided to Employers

BRACE Gold provides the following recruitment services or can specifically tailor a recruitment package from the following:

Development of a position description

- ▲ In consultation with employer assist with collating all information and set out into position description format.

Arranging and placing the advertisement

- ▲ Develop content of advertisement, liaise with employer on content, arrange with newspapers the placement of advertisement.

Handling vacancy enquiries

- ▲ Receive telephone enquiries, email enquiries, direct interested parties in the process of applying, provide additional information to interested applicants, send out position descriptions.

Reviewing letters of application and résumé

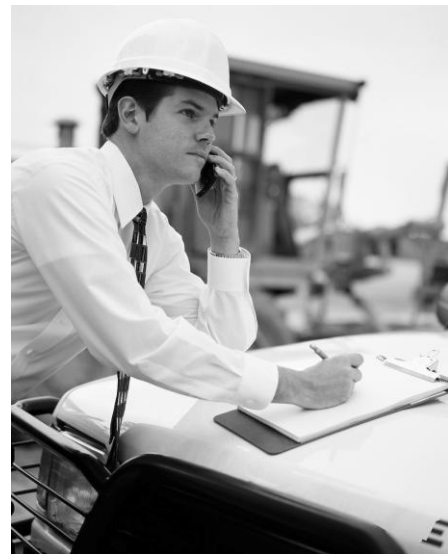
- ▲ Identify applicants who have successfully addressed selection criteria and/or position description, convey suitable skills base and demonstrated experience.

Screening interviews

- ▲ Contact suitable applicants, arrange interviews, meet with applicants and undertake interviews.

Testing and profiling

- ▲ Place candidates through testing to identify specific strengths, weaknesses and motivation.



Referee checks

- ▲ Contact and follow up with 3 listed referees of each short listed applicant and provide feedback to employer.

Short listing applicants

- ▲ Provide overview to employer of top 4 most suitable applicants, advise and arrange final interview on behalf of employer, advise unsuccessful applicants.



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▲ Contact Details

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