



# SEARCH AND SELECTION

## Better People for Better Results

Above all else, the quality of your people has the greatest effect on your bottom line. Achieving outstanding results demands outstanding people. The real foundation of success is to ensure that your staff are of the highest quality and right for your organisation by -

- Deciding exactly what sort of person you need
- Finding that person and persuading him or her to join your team

We offer search and selection services for a wide range of positions, placing special emphasis on management and professional roles, from trainee to chief executive levels. Whether you need recruitment from advertising or full search we deliver quality outcomes.

Our guarantee to replace any candidate who leaves in the first 3 months has been called in less than 2% of assignments since 1992. We believe this is the best measure of the effort we apply to matching the needs of our clients with the abilities and attitudes of candidates.

Confidentiality and ethics are of paramount importance to us. We have structured our approach to all facets of the search and selection process to protect the confidentiality and interests of both clients and candidates.

We treat each assignment as a fresh challenge and actively seek the candidates who will accurately match our client's needs. We do not present candidates unless we are confident of their ability.

Although our operations are based in Queen Street Melbourne, our services are available to clients wherever these are required. We are sensitive to the differences in business culture in various States of Australia and between overseas Countries.

### Benefits

There are substantial benefits available in using our services, including -

- The high quality of our recruitment services in general, providing a higher level of expertise in recruitment than is often available in-house
- We know where to locate top candidates through our search procedures
- We deliver high quality candidates from both search and selection
- More cost-effective use of the time of your executive team
- Our high ethical standards mean we always put your interests first
- We can conduct negotiations and preserve your anonymity and confidentiality

### Features

- We develop an accurate profile of your needs and draft Position / Person specifications
- We focus interviews on factors critical to success in your organisation
- Psychological testing is available
- Reference checks are directed to the competencies you require
- We provide a comprehensive report on each short list candidate
- Our copywriting is a free service with no extra commission charged on ads
- We provide a three month Guarantee on each person you appoint using our services (subject to our normal terms of business being met)
- *We guarantee* that once we have placed a person with your organisation (whether by search or selection) we will not under any circumstances actively headhunt this person from your organisation
- *We deliver what we promise*



**DAWSON McDONALD & ASSOCIATES PTY. LTD.**

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