

Resume Short List

Do you recruit for roles across Australia and New Zealand that attract a high volume of applicants and want to save time and money in the process? If so, let People in Focus take care of the job advertisement and candidate screening process with our Resume Short List service.

An experienced recruiter will manage your campaign from drafting the advertisement through to the short listing of suitable applicants, providing only the information you require to make a successful hiring decision. All costs for online advertising are included in the price, along with listing on the People in Focus website and in the candidate newsletter.

Campaign Duration	14 Days	30 Days
Resume Short List	\$965.00	\$1265.00
Telephone Interview	+\$95.00 per interview	+\$95.00 per interview

Fees are exclusive of GST and payable on commencement of service.

Resume Short List includes:

- Consultation to establish role requirements and process
- Job advertisement drafted on your behalf
- 1 x online advertisement uploaded on Seek and My Career
- Advertisement listed on People in Focus website
- Listing in People in Focus newsletter (emailed to thousands of prospective applicants)
- All resumes received are screened for suitability
- Short list of suitable applicants presented
- Unsuccessful applicants notified in writing or by telephone

Telephone Interview includes:

- Establish telephone interview questionnaire
- Selected applicants contacted for comprehensive telephone interview
- Summary of outcomes documented and presented with accompanying resume
- Scheduling of your candidate interviews
- Unsuccessful applicants notified in writing or telephone

This service is designed and recommended for use when high volumes of applicants are expected thus dramatically reducing time spent assessing candidate suitability.

Terms and Conditions for Resume Short List service

- Invoices:** All invoices are payable on commencement of service.
- Guarantee:** This service is designed to provide assistance with your job advertising and candidate screening processes only. There is no guarantee of specific results or successful candidate placement.
- Acceptance:** Engagement of the services of People in Focus will be deemed as acceptance of these Terms and Conditions.