

Hr recruitment proposal



[pic]Recruitment Proposal for Expansion into South Australia Prepared by:
Louise O'??™ Brien HR Manager Contents Recruitment Proposal for Expansion
into South Australia 1 Background 2 Methodology 2 Recruit internally or
externally 2 Sales Manager 2 Sales Representatives and Administration
Assistants 2 Selection process 3 SA Sales Manager 3 Sales Representatives 3
Administrative Assistants 3 Induction plan 3 SA Sales Manager 3 Sales
Representatives 4 Administration Assistants 4 Budgeted
costs 4 Timeline 6 Background National building statistics indicate that the
recent property and building boom in South Australia will continue. The
national Bureau of Statistics also indicates support for this trend in the
significant proportion of the population migrating to Adelaide from other
Australian major cities seeking a lifestyle change. Given the growth and
potential in South Australia, STAR Industries has decided to increase its
presence in the Australian market opening an Adelaide office. The office will
purely serve a sales and marketing function.

All manufacturing and assembly will continue to take place in NSW and WA.
The roles which have been defined to support this new venture include: ???
SA Sales Manager ??? 2 sales reps ??? 2 part-time administrative assistants.
The purpose of this proposal is to outline and gain approval for the selection
and recruitment strategies for the aforementioned roles. Methodology Recruit
internally or externally While internal recruitment is a worthwhile HR
strategy, as candidates already know the organisation, you know their
strengths and stand to gain a greater return on the training and
development in which you have already invested, this is not an appropriate
strategy given STAR Industries'??™ current situation. We are not presently of

a size where we have relevantly experienced personnel to take on these roles. External recruitment will be the only appropriate option for each of the afore-mentioned roles.

We will advertise internally, though, in our company magazine and website and offer a spotter??™s fee if an internal person can nominate someone in the industry who is appropriate and they successfully win the role. Sales ManagerThe SA Sales Manager role requires a person who has solid credibility in the marketplace in domestic building. We anticipate this person could currently be working as a Sales Manager for one of the larger project home construction firms located in South Australia or interstate for whom we currently supply products.

Given the small pool we are focusing on and our close relationships with the industries involved, we intend to use our professional network to approach a select number of candidates. If this proves to be unsuccessful we intend to use the search services of Construct Recruitment Solutions to identify appropriate candidates for us. Sales Representatives and Administration AssistantsConstruct Recruitment Solutions will also assist us recruit sales rep roles. The JOB NETWORK will be used to identify suitable candidates for the part-time administration assistant roles. The JOB NETWORK is extremely cost effective and has an excellent track record for delivering quality administration staff.

Job descriptions and Person specifications will be supplied to each respective recruitment firm. Selection process SA Sales ManagerHaving identified a small pool of appropriate candidates (three to four maximum) I recommend

the following selection process. Interviews will be conducted in conjunction with Construct Recruitment Solutions. An interview schedule will be prepared by CRS and then each candidate will be interviewed first by CRS and then by the General Manager of Sales and Marketing. Each candidate will then undertake psych testing (OPQ and Verbal Reasoning Tests). A selection will be made on the basis of these results. Sales Representatives Applications will be screened by CRS who will refer on a maximum of four candidates to be interviewed in conjunction with the newly appointed SA Sales Manager.

These candidates will also take part in a 3-hour assessment centre and undertake a motivational fit questionnaire conducted by CRS to ensure that we get quality consultants who are interested in a long-term career path with STAR. I believe the additional cost of using an assessment centre intervention can be justified when considering the high churn factor we have experienced with NSW sales reps to date. A selection will be made on the basis of these results. Administrative Assistants Applications will be screened by CRS who will refer on a maximum of two candidates to be interviewed in conjunction with the newly appointed SA Sales Manager. A selection will be made on the basis of these results. Induction plan While STARs standard three-hour induction program is appropriate for the administration assistants, I recommend a more detailed induction program for the Sales Manager and Sales Representatives. SA Sales Manager The SA Sales Manager will be recruited first and inducted into the firm. They can then take part in the recruitment of the team who will be working for them.

They will initially spend a week in Sydney head office meeting and being inducted into their role through discussions with the General Manager of

Sales and Marketing and spending time with the Sales and Marketing team. It is also essential that they spend time during this week with the General Manager of Production and Distribution to develop a close understanding of this area. This will ensure that the sales team has a close understanding of the products STAR markets and have a firm grasp concerning production issues and time frames and hence their ability to deliver.

The second week of their induction will be spent visiting both the NSW and WA manufacturing plants. In addition the Sales Manager will take part in the induction training course conducted for their team. Sales RepresentativesThe sales representative will attend a 2-day STAR induction training course conducted by our NSW HR Officer and the SA Sales Manager. The course will be conducted in SA. and will cover the history of STAR Industries, Vision, Mission, Values, Structure, our products, our customers and employment conditions. The General Manager or Manager of Sales and Marketing will be in SA to meet with each Representative in their first week on the job orienting them in issues relating to their function and welcoming them to the team.

Administration AssistantsThe administration assistants will attend the standard 3-hour induction program, to be delivered by the NSW HR Officer in SA, to be followed by a 1-hour meeting with the SA Sales Manager. This will enable them to gain the information they require and to begin working as soon as possible. Budgeted costsNote: All STAR Industries staff costs include salary and direct on-costs.

| Recruitment | Costs || HR consultant writes ad for internal magazine and website. (1 |\$50 || hr) | || CRS (Construct Recruitment Solutions) advertisement for Sales |\$2, 500 || Manager role | || CRS advertisement for Sales Representatives roles |\$1, 800 || JOB NETWORK advertisement for Administration roles | Free || Selection | || Sales Manager: | || Interviews CRS x 4 |\$8, 000 || Interviews with STAR General Manager Sales and Marketing x 4 |\$960 || Psych testing x 4 CRS | || |\$15, 000 || Sales Representatives: | || Interviews CRS x 4 |\$8, 000 || Interview SA Sales Manager x 2 |\$640 || Assessment Centre And Motivational Fit Questionnaire | || |\$5, 000 || Administration Assistants | || Interview The JOB NETWORK x 2 | Free || Interview with SA Sales Manager x 2 |\$160 || Induction | || Sales Manager: | || Time with: | || General Manager Sales and Marketing |\$1, 440 || Sales and Marketing team time |\$850 || General Manager Production and Distribution |\$720 || Plant Supervisor NSW | || Plant Supervisor WA |\$625 || |\$625 || Sales Representatives: | || 2-day STAR Industries Induction Course (HR Officer facilitation| || time and travel costs from Sydney and SA Sales Manager |\$1, 680 || facilitation time) | || Meeting time with General Manager Sales And Marketing and |\$1, 340 || travel costs from Sydney | || Administration Assistants: | || 3-hour STAR Industries Induction Course (HR Officer |\$920 || facilitation time and travel costs from Sydney and SA Sales | || Manager facilitation time) | | TOTAL COST: \$50, 310. 00TimelineThe recruitment, selection and induction process for the SA Office will take approximately two months to complete.| | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Week 6 | Week 7 | Week 8 || Sales representatives| | | | Recruit | Select | Decision | Induction || | | | | Advertise through CRS| Interviews with CRS | | 2-day training course|| | | | | and SA Sales Manager | | Meeting with GM || | | | | |

<https://assignbuster.com/hr-recruitment-proposal/>

Assessment centre | | Marketing and Sales || Administration | | | | Recruit |
Select | Decision | Induction || assistants | | | | Advertise through JOB|
Interview with JOB | | 3-hour program || | | | | NETWORK | NETWORK and SA
Sales | | Meeting with SA Sales|| | | | | Manager | | Manager |