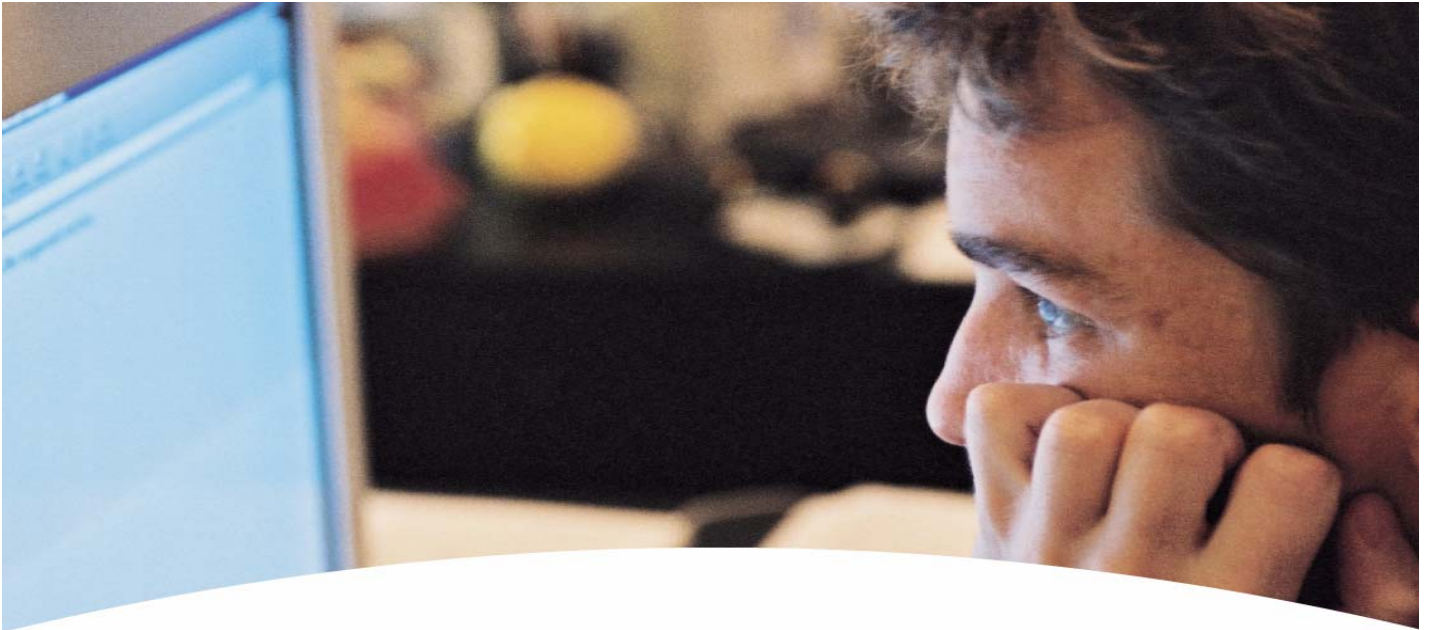


# *saving you time & money*



## ***Stay free to focus on your core business***

Recruiting staff is always a time-consuming and expensive process. To recruit just one person takes, on average, over 25 hours — that's at least 3 days lost from your working time. Infopeople can do the work for you, saving you valuable time, energy and money, whilst leaving you free to concentrate your energies on your core business.

## ***A deeper understanding of your needs***

We aim to make you feel that we are an extension of your own HR department. A dedicated consultant will take the time to understand your requirements and evaluate your needs. We can act quickly to meet your requirements using the latest technologies, our dedicated local delivery teams and our extensive national database of screened, assessed and referenced candidates. We also constantly attract new quality candidates. Infopeople will advertise, shortlist and interview on your behalf, so you only see the very best and most suitable candidates at final interview stage.

## ***More quality candidates***

We don't only focus on speed and efficiency. As recruitment experts we pride ourselves on the quality of the candidates we present. Our commitment to the matching process means we will not only match your requirements for the position, but also meet the candidates' needs. We find this approach increases the chance that the client/candidate relationship will be long and fruitful for both parties. By harnessing our expertise, you can save time and money, ensure you employ the right people and give yourself the best chance of retaining them.



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# saving you time & money

Recruiting tasks	Average timings without Infopeople	Average timings with Infopeople	
Identify requirements and write job specs	30 minutes	30 minutes plus 30 minutes to brief Infopeople	
Prepare advert text	30 minutes	<b>Infopeople does this for you</b>	
Select media and enter advert	15 minutes		
Proof advert and submit	15 minutes		
Handle initial telephone enquiries	approx. 50 calls @ 3 minutes		
Review CVs	approx. 30 CVs @ 5 minutes		
Identify best 10 applicants and screen further to select a final 5 interviewees	10 x 5 minutes		
Advise unsuccessful applicants	25 x 5 minutes		
Invite the successful applicants to interview	5 x 10 minutes		
Call to confirm attendance	5 x 5 minutes		
Plan and conduct interviews	5 x 60 minutes		
Candidate testing (optional)	5 x 60 minutes		
2nd interviews of shortlisted candidates	3 x 45 minutes		3 x 45 minutes
Make decision on appointment	30 minutes		30 minutes
Check references	60 minutes		<b>Infopeople does this for you</b>
Verbal offer to successful candidate and confirm in writing	30 minutes		
Advise unsuccessful candidates	4 x 5 minutes		
<b>Total time you spend 25 hours 15 minutes</b>		<b>Total time you spend 3 hours 45 minutes</b>	



Sydney  
Brisbane

Melbourne  
Canberra

Adelaide  
Perth