

Capability Statement



Australia Wide Personnel

Since 1979, Australia Wide Personnel has focused its energies on developing specialist recruitment services for engineering, manufacturing and technical clientele. The business handles permanent, casual, contract and temporary staff assignments and operates from offices in Forest Hill and South Melbourne, Victoria. We have an impressive track record in recruiting from the shop floor, through operations, administration and engineering to senior management.

One of our primary goals is to build long-term partnerships with our customers. Remarkably, the average length of service of our consultants is around 11 years; this in an industry where the norm is more like 18 months. Our history of retaining specialist consultants means 'the one clients and candidates deal with today, is likely to be the one they deal with in the future'. For instance, a client that Australia Wide placed as a graduate almost 20 years ago is now managing director of the same company; and the consultant who placed him is still with Australia Wide.

The four owners work in the business undertaking recruitment assignments, as well as working on the business to ensure the continued success of the company. Today we are one of the major recruiters of professional engineering staff in Australia.

Our finely tuned recruitment process is based on understanding customer and candidate needs. It begins with a frank discussion - preferably at your premises - and continues through compiling a short list to detailed reports on recommended candidates. Other services include salary advice, video conferencing, skills assessment and psychological testing. Our reputation has been achieved through a total commitment to meeting clients' and candidates' needs and an in-depth understanding of what industries require.

"We recruit exceptional people, exceptionally well".

Capability Statement



We have 6 specialist recruitment divisions:

- Engineering, Manufacturing and Operations
- Automotive
- Technology
- Scientific
- Industrial
- Office Support

Engineering, Manufacturing and Operations: Permanent & Contract

Since our very beginning, engineering, manufacturing and operations recruitment has been the cornerstone on which we have built our reputation. No wonder Australia Wide is a recognised leader in these highly specialised areas!

Whether your requirement is for an engineer, manufacturing manager, technician, draftsman, tradesperson or technician, we have the expertise to provide effective solutions.

Our Consultants bring many years of recruiting experience in areas, including:

- Manufacturing
- Production
- Automation & Robotics
- Building & Mechanical Services
- Engineering
- Consulting
- Utilities
- Maintenance & Service
- CNC Machine Tools
- CAD/CAM/CAE
- Plastics
- Civil/Structural/Construction
- Process
- Chemical
- Metals
- Industrial
- Research & Development
- Technical
- Trades
- Drafting
- Purchasing
- Planning
- Logistics
- Pharmaceuticals

Capability Statement



Automotive: Permanent & Contract

Nothing is achieved in automotive design and manufacture without the most important components - people.

Since 1979, we have actively recruited a wide variety of disciplines from tradespeople, draftspersons, designers, stylists, specialist engineers, project/product/program engineers, production engineers, team leaders and managers for the local component suppliers, car manufacturers and importers.

Our reputation for professional recruitment is second to none and has extended to the international arena through the power of the internet. Our highly experienced consultants are able to carry out advertised assignments or in depth data base search typically in the following areas:

- Automotive Electrical - Harness
- Styling
- Drafting
- Engine Design
- Powertrain & Driveline
- Transmission, Cooling & Exhaust
- Steering and Suspension
- Body & Trim
- Seating
- Brakes
- Engine Calibration
- CAD Drafters
- Electronics
- Project Engineers
- Product Engineers
- OE Account Managers
- Designers
- Engine Calibrators
- CAD/CAE/FEA Engineers
- Production Engineers
- Team Leaders
- Engineering Managers
- Test Engineers
- Proving Ground
- Program Managers

Capability Statement



Technology:
Permanent & Contract
Electronic Engineering

Communications

We specialise in electronic hardware design, embedded software/firmware design, communications design, and applications software design, primarily for engineering and technology companies.

Our consultants understand the ever changing nature of technology. They bring their own industry experience to finding permanent and contract staff for your business. Whether it is to fill gaps in available expertise for a special project or to meet peak loads and staff shortages, understanding your special needs is our priority.

All candidates are interviewed and reference checked to ensure they meet your expectations.

- R & D Management
- Electronic Design Engineering
- Real-Time Embedded & Application
- Software Engineering
- CAD/CAE
- Systems Integration & Engineering
- Test Engineering & Test Design
- Technicians
- Technical Authors
- Communication Design incl. RF
- PCB Design
- Electro-optics
- Project Engineers
- Medical & 3D Graphics Imaging
- Avionics, Defence and Simulation Systems
- Robotics/Automation/Control Systems
- Scientific Software
- Information Technology
- Instrumentation

Capability Statement



Scientific:

Permanent & Contract

Our Scientific Division works in partnership with our clients, across a diverse range of industries to provide scientific staff to meet their recruitment needs. We specialise in permanent and contract placement across all organisational levels.

We supply Laboratory, Quality Assurance and Quality Control Staff, through to all levels of Technical Management. Our Australia Wide Scientific Consultants use their knowledge as scientists and many years experience as specialist recruitment practitioners to ensure the successful completion of assignments.

Our consultants have experience recruiting scientific staff in the following areas:

- Pharmaceutical
- Food and Beverage
- QA/QC staff
- Chemists
- Laboratory staff
- Biotechnologists
- Technical Managers
- Production Managers
- Consultants
- Microbiologists
- Personal Care
- Biotechnology
- Environmental
- Consultancy
- Mining
- Polymers, Plastics and Rubber
- Medical Research
- Paper and Packaging
- Paints, Dyes and Inks
- Textiles
- Pathology Laboratories

Capability Statement



Industrial:

Permanent & Casual

Australia Wide Industrial supply casual and permanent shop floor staff for companies typically operating in manufacturing and distribution industries.

We have an extensive pool of carefully screened personnel available to you at short notice for either casual or permanent employment.

Our casuals offer a flexible and cost effective solution to the peaks and troughs of modern business. You only hire when necessary, cutting the cost of permanent staffing, year round.

All casuals and permanents undergo a comprehensive interview process, skill testing and are thoroughly reference checked. Casuals also complete an OH & S induction to ensure they understand and use safe work practices.

Casual staff are only supplied after our specialist Risk Management Consultant has assessed and reported favorably on OH & S standards at client premises. This is a free service and a copy of the report is made available to our clients.

Our database gives immediate access to permanent and casual staff including:

- Process Workers
- Assemblers (Electronics & Mechanical)
- Welders
- Sheetmetal Workers
- Machine Operators
- Cleaners
- Storespeople
- Forklift Drivers
- Pickers & Packers
- Trades Assistants

Capability Statement



Office Support: Permanent & Temporary

Australia Wide Office provides skilled and reliable permanent office support staff and fully trained, instantly productive temporaries to meet short-term needs during peak loads, special projects and staff shortages.

Our consultants have extensive industry experience and pride themselves on their quick response to your specific requirements.

Before placement, all candidates undergo a thorough interview process, customised skills testing, and are comprehensively reference checked.

Our database provides access to specialist personnel in areas such as:

- Secretarial
- Executive Secretarial (PA's)
- Word Processing
- Desktop Publishing
- Data Entry
- Statistical Typing
- Reception
- Promotion
- Telemarketing
- Customer Service
- Call Centre
- Bookkeeping
- Accounts
- Credit Control
- Accounting
- Clerical
- General Office
- Payroll
- Purchasing
- Human Resources
- Sales Support

Capability Statement



Candidate Care Program

We aim to give our candidates accurate details of positions and of their application status. We advise them of our recruitment process under privacy legislation and ensure that our interviewing and selection techniques also comply with relevant employment legislation. Similarly, extensive reference checks are normally conducted by speaking to business referees nominated by the candidate. We further aim to advise candidates of the outcome of their application as soon as the client advises us.

Where appropriate, we take the time during interviews to assist candidates to enhance their interview techniques, presentation and communication skills. When we believe a candidate is not appropriate for a role we will inform them during our interview.

We conduct a post-placement follow-up process through telephone contact with the candidate and the candidate's immediate manager during the early stages of employment, and address any concerns that are raised.

Client Care Program

We maintain constant contact with client representatives enabling us to develop strong relationships, which centre around two-way feedback. We follow a perpetual follow-up process, which is maintained, within our recruitment management software. All conversations and tasks are entered into this system as they occur. In addition, we have an 'after sales service' process in place, which prompts us to regularly follow up candidate performance with the client over a period of three months. Our database enables us to extract follow-up tasks so that we can measure progress by consultant.

Database

We operate the FastTrack recruitment management software system, which incorporates database management. It stores and integrates all client and candidate information including resumes of those candidates who are most appropriate to our area of business and considered to be of value to clients. Candidate information includes key skills for speedy identification and retrieval of resumes by utilising an intelligent search robot tool to scan for key words. Client information such as vacancy details and candidate referrals are also stored. We can further retrieve key data for client reporting purposes. Our client and candidate care activities are central to this system.

Our consultants constantly update FastTrack by adding new candidates and ensuring that existing candidate skills are accurately entered.

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Candidate Selection

Our methodology is based on our extensive recruitment experience. Our processes are discerning, in that, we aim to understand what clients require in the successful candidate and to assess candidates in that light. In obtaining a position brief, we believe that it is important that we have access to the Line Manager to discuss the role with them in depth.

Our interviews are structured, and are extensive examinations of a candidate's relevant experience, competency and suitability for the position they have applied for. We also scrutinize and verify qualifications, visas, etc.

Business Relationships

We set out to build strong partnerships with our clients and work to understand the culture, corporate mission, vision and values, and their organisational structures. We establish clear lines of communication and help set the guidelines for a long-term successful working relationship. To achieve this, we encourage face-to-face meetings with client representatives and our recruitment delivery team on a regular basis.

