

Internal Recruitment Solutions

How does Internal Recruitment Solutions work at The Talent Playbook?

Internal Recruitment Solutions (IRS) has been designed by one of our Founders, Elle Akari, who had spent her whole career working in HR and specifically specialising in Internal Recruitment. Elle realised a gap in the market to service companies that had great HR and recruitment teams but needed support with expediting recruitment of staff in a timely manner and to assist with bottle necks in the process.

We recognise that with complex vacancies across many roles in big companies, the candidate experience can suffer the consequences of large delays and sadly sometimes a negative experience with the brand. We have designed IRS to work alongside internal HR and recruitment teams to process those bottle necks that effect the hiring process. So, we partner with your teams to help make your talent brand the envy of others.

What type of vacancies does The Talent Playbook specialise in recruiting?

We are what is known as a generalist agency that focuses on the job vacancy itself rather than the industry the position sits within. As we approach all recruitment campaigns with enthusiasm, energy and are driven to head hunt the best of the best, we are able to work in an agile way to ensure we can deliver across all industries. The disciplines we regularly recruit for are as follows:

- Sales and Account Management
- Digital and Marketing
- Operations and Management
- Human Resources
- Supply Chain and Procurement
- Technicians and Specialists
- Accountancy and Finance
- Transport, Warehouse and Logistics
- Administrative and Office Support

What solutions does The Talent Playbook offer?

Think of us as an extended member of your Recruitment team working with you to process applications, provide a positive candidate experience and support your internal staff. We understand and respect that many businesses have internal recruitment teams who manage end-to-end recruitment. However, we also understand that the volume of roles and hours required to perform world-class sourcing and selection can be onerous and unrealistic for many recruitment teams.

- » Sourcing and Screening: We will provide trained recruitment professionals in our team to source candidates and phone screen them thoroughly according to your requirements.
- » Template and procedures: We can provide you with assistance in writing job descriptions, role outcomes and develop templates for behavioural based interviewing through to phone screening guides if required.
- » Reference Checking services: We will provide timely reference checks that have been completed by a professional recruiter who is trained on how to probe and record verbatim reference checks. We will also qualify each reference to ensure they are the right person to give a reference for your candidate.
- » Project-based work: We have worked with numerous clients on providing them support with HR and recruitment related projects. We can and have assisted with the following projects:
 - Diversity and Inclusion hiring.
 - Employment Referral Schemes.
 - Employment Value Proposition.
 - Applicant tracking implementations support.
 - Market Mapping & Sourcing Strategies.
 - Talent Playbooks.

Let's Collaborate

Please reach out for a personalised quote and to get started on your Internal Recruitment Services journey.

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www.thetalentplaybook.com.au

(07) 3102 5858

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Frequently Asked Questions

Who do I work with when I engage The Talent Playbook?

We are no strangers to doing things a bit differently. One of our Founders started her career in human resources and internal recruitment, so she has adopted the ethos that recruiters should work as recruiters and therefore, we have a Candidate Management team that does not engage in sales and business development and their sole purpose is on finding the right talent and positive candidate experience.

Your first point of contact will always be from our Client Solutions team, they will introduce you to our agency and get to understand and appreciate your business and as importantly, what your business and its people stand for. The Client Solutions team will consult with you on the best way to approach any given recruitment drive. They will provide tailored proposals and ensure all paperwork is taken care of in addition to conducting job briefs with your Hiring Manager when you're ready to proceed.

Once this is completed, the recruitment campaign is then handled by the Candidate Management team who work in the background to source, head hunt and shortlist candidates for the Client Solutions team who will conduct interviews and then present the shortlisted candidates to your business.

This ensures a streamlined process by having one point of contact throughout the whole campaign.

We feel this approach ensures our clients have industry leading customer experience and the most efficient process for finding the right talent.

When do we have to make payment? Do you offer payment solutions?

A one-off payment is only invoiced once the candidate starts their job as our agency works on a 'no placement, no fee' policy. Additionally, we understand that every business has different payment terms, so we are flexible when required. We also offer payment plans to small business owners if needed.

What if I engage The Talent Playbook and then I find my own candidate?

We celebrate with you for securing talent and you are not obliged to make any payments to The Talent Playbook. We are in this to work with you for the long term and want to see your talent brand excel and grow.

What if I need help with recruitment?

We will happily support you with the full end to end recruitment process or offer you other products such as our Permanent Recruitment Solutions. Please contact The Talent Playbook and ask for the fact sheets so you can learn more about these products and solutions.

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