

**SENATE EMPLOYMENT, WORKPLACE RELATIONS AND EDUCATION
LEGISLATION COMMITTEE**

**2006-2007 ADDITIONAL SENATE ESTIMATES HEARING
15 FEBRUARY 2007
EMPLOYMENT AND WORKPLACE RELATIONS PORTFOLIO**

QUESTIONS ON NOTICE

Corporate

Question Number: W1139-07

Question:

Senator Wong asked in writing: What functions do recruitment agencies perform for departments and what would be the likely impact on departmental outcomes from reduction in recruitment spending on external agencies?

Answer:

Following a tender process a panel of services providers for the provision of recruitment services to DEWR was established in February 2006. Services provided include, but are not limited to:

- Recruitment Services –Generalist for Ongoing and Non-Ongoing positions including APS1, APS2, APS3, APS4, APS5, APS6, EL1, EL2, SES Band 1, SES Band 2 and SES Band 3;
- Recruitment Services – Specialist for Ongoing and Non-Ongoing positions including APS1, APS2, APS3, APS4, APS5, APS6, EL1, EL2, SES Band 1, SES Band 2 and SES Band 3;
- Recruitment Services – Bulk Recruitment for Ongoing and Non-Ongoing positions including APS1, APS2, APS3, APS4, APS5, APS6, EL1, EL2, SES Band 1, SES Band 2 and SES Band 3;
- Support Services;
 - Configure a web page on Panellists website;
 - Despatch application packs;
 - Verbal reasoning assessment;
 - Written communication skills course;
 - Design; Conduct; Assess;
 - Individual assessment reports;
 - Application tracking/candidate management;
 - Design of assessment strategy;
 - Learning and Development programs;

- Career counselling;
- Assessment services including training and provision of centres;
- Skills assessment;
- Job Analysis and Design;
- Candidate attraction strategies;
- Job display advertising;
- Application screening/shortlisting;
- Reference checking;
- Telephone Interview;
- Behavioural & psychometric interview;
 - Design; Conduct Assess;
- Scribing services; and
- Panel interview services

A reduction in recruitment spending on external agencies would have a negative impact on the efficient delivery of departmental outcomes.

Estimated cost: Using the FOI calculator, to prepare this answer it has taken approximately 5.66 hours at an estimated cost of \$112.40.