



Guaranteed Recruitment & Selection Solutions

Few recruitment companies can offer our breadth of services and expertise. We ensure that we understand your business and build and develop an accurate job profile of the skills and attributes necessary for success. We are committed to finding the 'right staff' for your business & guarantee all the work we do.

Permanent Staff (full 'end to end' service or separate customised solutions)

Our full end to end recruitment service includes advertising, candidate attraction, screening, shortlisting, skill assessments, behavioural interviewing, comprehensive reference checking, co-ordination of client interviews and post-placement services.

Alternatively we can break this process down and do any part(s) of it as a customised solution for our clients – I.E; Simply advertising or database searches.

Contract and Temporary Staff

We provide flexible staff on call to assist with peak periods, staff leave and special projects. All our staff have been thoroughly screened, interviewed; references checked and have undergone skills assessment (office based positions). For many of our clients Temping can also be a great way to “try before you buy” and ensuring a candidate is the perfect fit before offering a permanent position.

Candidate Assessments & Psychometric Profiling

Our professional assessment services ensure excellent industry leading Candidate/Job matching is achieved. We provide you with the results of all assessments together with behavioral interview outcomes to ensure that you have sound information on which to base your final candidate selection on. For example, our office based assessments include testing; typing, data entry, Microsoft Word, Excel, Outlook, PowerPoint, Access, Publisher and Project.

Psychometric profiling tools used in recruitment are usually those that indicate work preferences, how a candidate will perform in a team environment or to identify managerial, sales or leadership qualities. Our Psychometric profiling tests include written assessments of cognitive and leadership ability, objective personality and motivational tests.

Further candidate Assessment services include;

- Call Centre assessments
- Tailor made programs for 'volume recruitment' Assessment Centre's
- Specific project based assessment/profiling
- Interview Panel co-ordination, advice, design, consultation and participation.

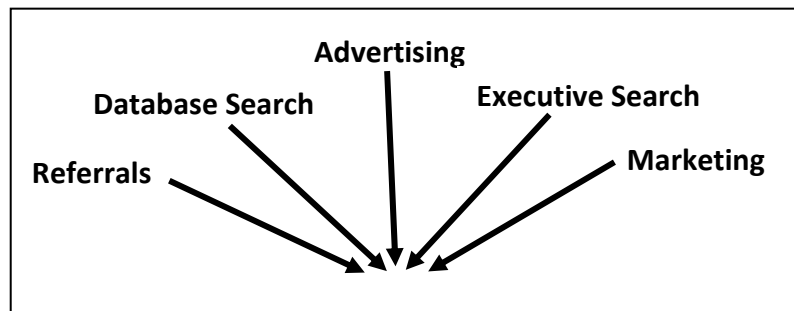
Volume Recruitment & Specific project based recruitment

We have experience in running high volume recruitment centre's for major employers based on the coast. We partner directly with your management team to run your company's entire recruitment process. Alternatively we can immediately assist you for project based recruitment needs where our services are temporarily required.

O2HR can set up the entire assessment process including behavioral based interviews, role plays, psychometric profiles and skill assessments. In most situations we can have results to you within just 12 hours.

Candidate attraction strategies

At O2Hr, we have over 20years combined experience attracting candidates and our services can be tailored to your specific requirements. Aside from knowing the habits of candidates and where to search for top talent, we also have up to date knowledge of local advertising media and innovative approaches to strategically help find you the best talent for your team.



We will ensure that your job descriptions and adverts (online or traditional media) strategically address key selection criteria and target the right candidates. We also know the optimal times to place your advertising to ensure the ad has a good presence and response.

Post Placement Review and support

Our post placement review and support ensures that your new staff member comfortably settles into their new position. We provided timely follow-up and free consultative feedback over the first year of their placement. Where appropriate we can also put together specific performance appraisal criteria so that so that you have a formal document for discussion and measurement of their performance.

Interview Panel co-ordination, advice, design, consultation and participation

We can design the full process including behavioural interview questions based specifically on your position/organisational requirements. We co-ordinate all of the candidates for your interview and can even participate as an objective advisor on your interview panel.

Where Key Selection criteria is required this can be formulated by us prior to initially advertising and each of the candidates will be rated against the set criteria and results provided to you, along with all other results of the recruitment process.