

***Offshore Staff Assist*** offers you a comprehensive ‘one stop shop’ model to smooth the process of filling your staffing needs. We advertise. We assess. We review. We shortlist. We recommend quality candidates.

Our comprehensive services include verification of all qualifications and references, police clearances, health checks and psychometric and aptitude testing. We conduct initial in-depth interviews utilising your selection criteria, facilitate the clients interview using web or tele conferences and or, if required, can facilitate your travel to the country of origin to conduct your own interviews. We also have strategic partnerships with migration agencies that will help ensure a seamless recruitment process for our clients.

***Offshore Staff Assist***  has long term proven relationships with highly experienced Migration Agents across Australia that can provide our clients with guidance through the process of the company sponsorship and visa application for individual applicants.

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| **Recruitment Services and Process** | **Industries We Recruit For** |
| * Initial Meeting - Client Needs Assessment and Review * Review Resume and Initial assessment * Advertise to fill your specific requirements. * Review and shortlist of candidates. * Initial discussion/pre-screening * Interview and agency introduction * First technical assessment * Thorough and comprehensive assessment of all candidates   - verification of qualifications and references  - police clearances  - health checks  - psychometric and aptitude testing  - Trades Recognition Australia (TRA) – if required   * Second technical assessment and profiling * Final interview and placement * In-depth line interviews utilising your selection criteria and arrange your travel to country of origin if required. * Accreditation and visa applications DIMIA. * Assistance for candidate and family settlement in Australia. * Replacement guarantees. | * Accountancy & Finance * Architecture * Banking * Construction * Contact Centres * Education * Energy * Engineering * Executive * Facilities Management * Healthcare * IT * Legal * Logistics * Manufacturing * Marketing & Digital * Mining * Oil & Gas * Procurement * Property * Resources & Mining * Response Management * Retail * Sales * Trades & Labour |

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CAPABILITY STATEMENT

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