

Client Milestones

1 Client

1. Submit Staff Requisition Form; AND
2. Sign Master Services Agreement (MSA) to acknowledge you'd like to work with us

2 Client

Pay Recruitment & Bond Invoice

3 PeoplePartners

Partnership Consultant will invite you to a workshop to align and ensure clarity on the roles and job descriptions before we start with recruitment

4 Client

Recruitment for your new rockstar team members commences!

5 PeoplePartners

PeoplePartners will introduce you to your assigned Client HR Advisor & your Success Partner (Your support and KEY point of contact)

6 PeoplePartners

Advertise and search for pre-screened candidates, creating a shortlist for phone screening and video interviews

7 PeoplePartners

Shortlisted candidates are background / reference checked

8 PeoplePartners

Client HR Advisor presents the endorsed candidates to you for your consideration

9 Client

Review endorsed candidate videos
You can either:

- (i) Select your preferred candidate.
- (ii) Coordinate a video conference interview with your Client HR Advisor to meet your preferred candidate.
- (iii) Instruct your Client HR Advisor to bring additional candidates if the endorsed pool doesn't meet your expectations

10 PeoplePartners

Our Finance Team will send you a Statement of Work (SOW) as an approval to proceed with your preferred candidate.

11 Client

Sign Statement of Work (SOW)

12 PeoplePartners

Letter of Offer (LOO) & Contract of Employment (COE) is extended to your preferred candidate



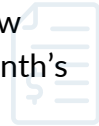
13 PeoplePartners

Signed LOO & COE is received back; Commencement Date is set



14 PeoplePartners

Pre-onboarding invoice is sent - including the Bond credit/debit now based on ACTUAL salary & 1st Month's salary + Service Fee



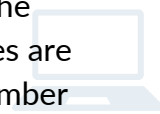
15 Client

Pre-onboarding invoice is PAID



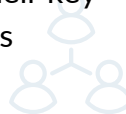
16 PeoplePartners

IT hardware is provisioned & the balance of onboarding activities are completed with your team member



17 PeoplePartners

New team member starts and is assigned a dedicated Client HR Advisor as their key point of contact at PeoplePartners throughout their employment



18 Client

Day 1 Client Onboarding led by the Success Partner



19 Client

Day 2 your new Team Member will be 'handed-over' to you to commence an orientation of your business & the job tasks required of them



20 PeoplePartners

We'll send regular Reports about your Team Member detailing attendance, tardiness, productivity & any feedback



21 Client

Join weekly calls with your Success Partner initially, transitioning to monthly calls for ongoing communication and smooth operation



22 Client

Receive & pay your monthly PeoplePartners invoice



23 PeoplePartners

Your Success Partner will regularly reach out to review your staff's performance



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