

WHAT YOU CAN EXPECT WHEN YOU WORK IN PARTNERSHIP WITH US

We will work in partnership with you and your team to improve company performance through the provision and supply of effective, efficient Human Resource Solutions.

How Do We Fulfil This Objective?

Identify and Clarify Your Needs

- Senior Synergy Consultants will work with you to identify your needs to further define your requirements and work in partnership to ensure appropriate solutions
- Establish an understanding of your corporate culture through consultation with relevant staff

Provide Flexible Human Resource and Outsourcing Solutions

- The supply of permanent staff
- The supply of temporary/ contracted staffing solutions
- The use of outsourced solutions which will result in financial, technical, organisational and strategic benefits
- Exit interviews and career counselling for current staff

Industry Commitment and Knowledge

- Synergy have been specialists in the pharmaceutical, medical and scientific industries since 1986. We have longevity of relationships within these industries
- We are members of the RMI and have affiliation to the MIA and understand the specific issues and challenges your market sector faces
- Our Consultants know and understand your business. They are not only trained as professional recruiters but also have backgrounds in the medical and scientific fields relevant to your business
- We work as a team. We brainstorm to create “Synergy” with our Consultants

Our investment in a specialised, fully relational data management system

- Configured specifically to service the medical, pharmaceutical/ OTC, diagnostic and scientific industries
- An immensely powerful system which creates, files, retrieves all business and job seeker correspondence, whether in the form of letters, faxes, emails, spreadsheets, questionnaires, CVs, Consultant's comments or interview notes and can hold images
- Candidate information can be retrieved by way of customised search criteria along with full resume and candidate file text searching relevant to job vacancy data
- Its advanced functions include web integration, timesheet entry and invoicing, autoskilling from candidate resumes, and fast-linking of scanned and emailed documents to client and candidate records
- It manages, tracks and optimises the utilisation of people in the work they do

Quality Management Systems

- Our data management system reports on Consultant performance, success ratios, procedure tracking, candidate response/advertising ratios, contractor and temporary availability
- It creates customised reports as required for internal or external projects
- We are members of the Recruitment & Consulting Services Association, which is an Australian and NZ Association. We abide by their code of conduct. Our processes have been audited by this association to ensure ethical and legal aspects of our business are appropriate
- Our lawyers, Hesketh Henry, have specialist knowledge in all areas of employment, contracting and outsourcing and advise us accordingly

Proactive Searching For Quality Candidates On A Daily Basis

- Networking and referrals - 5 Synergy Consultants are constantly on the look out for quality candidates. From dinner parties to sports clubs to talking to people in the industry. We ask for referrals because "birds of a feather flock together"
- Advertising – Synergy is committed to advertising a minimum of 10 positions per month on Seek. Our website has very good priority on search engines and appears on the first page of the results
- Re-registering – Candidates know us and will often choose to re-register when looking for their next career step
- Proactive promotions and liaison with Universities and Technical Institutes – we participate in career days and make contact with appropriate career guidance people

Promote Your Company as a Preferential Employer

Provide Salary Parity Information through Industry Candidate Placement and Registration Information

Exit Interviewing Available

- The objective is to create an independent environment which allows honest and open feedback to you regarding issues that may have been hidden during the employment period
- These interviews will identify possible cultural misfits, personality issues, organisation problems, career development issues, and areas for improvement
- Set formats are pre-designed in conjunction with you
- Reporting is verbatim
- Consultant's comments are also recorded

Career Guidance and Exiting for Under Performance

- There is a place for everyone and sometimes it is no longer in your team
- Sometimes people change and the positions they hold are no longer appropriate for their circumstances, this can be very costly in many ways e.g. team disruption, under performance

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- Independent career counselling can help you to avoid lengthy performance reviews and micro-management requirements
- The programme is run one on one with the participant to re-evaluate their dreams and aspirations, financial needs, personal circumstances and assist them to work out where they need to be

Ensure Confidentiality and Integrity at All Times

- Through the signing of formal confidentiality agreements with all Synergy staff
- Through the signing of formal confidentiality agreements with all contractors and temporary employees

Full Priority is Given to Your Company to Maximise Staffing Levels and Resourcing Requirements