



LINK

PERSONNEL SERVICES



**Vanuatu's only recruitment
and employment agency**

Discover Great People



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A Human Resources professional with over 12 years experience in recruitment and a dual Vanuatu/NZ citizen.



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LINKPS.COM

Link Personnel Services is Vanuatu's only registered and licenced Recruitment and Employment Agency. We manage both recruitment and employment services on behalf of local and international clients.

Reputation

We have been operating since 2013 and have built our strong reputation around providing successful recruitment services and engaging and managing staff so that organisations can concentrate on their core business.

We Understand Vanuatu

We understand the complexities of the local labour market and appreciate the need to help clients find the right people who understand the context of Vanuatu. We can assist in managing applicant expectations before they are engaged.

Vanuatu Skills Database

With over 3000 registered people on our Vanuatu Skills Database we have a great pool of talent to tap into and we achieve unparalleled reach to potential applicants.

Saving you time and Money

We have streamlined and automated the advertising and application process to reduce the most time-consuming part of the recruitment process – managing applications and initial shortlisting.

Recruitment Services

We offer 3 different packages to suit your recruitment needs.

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Feel free to call us to discuss any of these services or to customise a recruitment solution.

1

Advertising and Application Management

VUV 45,000 + VAT

Best suited when you need...

- ✓ The largest and targeted advertising reach in Vanuatu
- ✓ Time saving online platform to consolidate the applications
- ✓ A clear easy process to shortlist and identify the best candidates

- review the Job Description & provide advice if required
- design the job advert and place it online across LinkPS.com website, FB page, Wok I Kik, etc
- arrange extra advertising exposure on Facebook plus discounted newspaper advertising, if required
- email 3100+ registered candidates on our growing Skills Database
- create an online application form specific to your selection criteria to single out quality applicants
- receive and consolidate all job applications online for ease of management

Then we send you a spreadsheet of all applicants, including their CV's and responses to the online questions so you can easily score and rank the top tier candidates to interview.

2

Standard Recruitment

5-10% ANNUAL GROSS SALARY + VAT*

Best suited when you...

- ✓ Need targeted advertising and assistance managing candidate applications
- ✓ Only want to know the best and suitable candidates of those who applied, and
- ✓ Want to be involved in the interview process

All the benefits of our Advertising package plus:

- we conduct initial candidate suitability assessment based on the job criteria provided, and
- we provide you a scored, rated and ranked list of all applicants (shortlist) based on our recruitment experience

Then we'll provide you a summary recruitment report and the top ten CVs so that you can confidently proceed to interview the top tier candidates.

*Recruitment Minimum Charge may be payable.

3

Complete Recruitment

10-15% ANNUAL GROSS SALARY + VAT*

Best suited when you need...

- ✓ **An enhanced, quality recruitment outcome but don't have the time or recruitment experience to risk it yourself**
- ✓ **Someone experienced to do ALL the work - from advertising, assessment, to background checks and reporting**
- ✓ **International recruitment**

All the benefits of our Advertising and Standard packages plus:

- we facilitate and assist with interviews of the top candidates
- our extensive recruitment advice and support throughout the process
- thorough background and referee checks of the first preferred candidate

Then we'll provide a full detailed recruitment report to assist you in making the Final candidate selection.

The Complete Package is used for all international recruitment.

*Recruitment Minimum Charge may be payable.

Additional Services

QUOTATION UPON REQUEST

- Additional advertising (print, radio, international employment websites)
- Additional referee checks
- Design and facilitate additional assessment activities
- Assistance with applications for immigration and work permits
- Manage Payroll and VNPF contributions
- Assistance with employment contracts

Contract Management / Employment

QUOTATION UPON REQUEST

We can engage staff on your behalf allowing you to focus on achieving business and project results. We'll employ staff for you and look after all the employer administrative and legal obligations.

