

"In the early days it was uncommon for Government Departments to go outside and seek professional recruitment assistance. Kowalski Recruitment paved the way for this in Canberra and it is now common practice for public sector organizations to seek this expert assistance"

*Mr Ken Matthews AO,
 Immediate past CEO and
 Chairman, National
 Water Commission*

Why choose Kowalski Recruitment for your staffing needs?

*We simply have the **best candidates** in the marketplace.
 ... **talented** people with the right **skills** and **experience**.*

~

Kowalski Recruitment is a specialist Recruitment and Human Resources company, delivering high quality tailored staffing solutions for both public and private sectors. Kowalski Recruitment was founded in Canberra in 1997, and has recruited some 7000 positions over the past 15 years, in a wide range of fields, including:

- Senior and Executive Management,
- Middle and General Management,
- Health Professionals,
- Public Affairs, Communications and Marketing Officers,
- Policy, Program, Research and Development Specialists,
- Accountants and Accounting Support Staff,
- Financial Officers and Finance Support Staff,
- Human Resource Professionals,
- Lawyers, Para-Legal and Legal Administrative Staff,
- Project Managers,
- A wide range of Technical Specialists including: Scientists, Educationalists and Economists,
- Executive Assistants, Administrative Support Officers and Receptionists.



Our Values:

- *Professionalism*
- *Integrity*
- *Openness*
- *Fairness*
- *Respect.*

"Kowalski Recruitment takes endless pains to find precisely the right person to fit a particular position"

*Prof. John Lovett, (past)
 Executive Director, GRDC*

We are led by the Kowalski's - Anne, Adam and Brendan, supported by a team of HR professionals who ensure that our clients' requirements are met with personal service, and professional standards. We provide temporary staff at short notice, and permanent employees who integrate seamlessly into your team. We manage your recruitment process with transparency and integrity; design advertising campaigns to attract the best people; provide professional recruitment advice and scribing support for your selection process; and much more...

We are fully conversant with Modern Awards, Fair Work Principles, Australian Public Service (APS) Collective Agreements, The APS Values, and the APS Code of Conduct. We have a pool of over 7500 candidates who have been thoroughly screened and assessed as being outstanding in their chosen field. Our assessment methodology includes a competency based face to face interview, competency based reference checks with past immediate supervisors, skills testing according to occupation, criminal history checks, and psychometric appraisals where appropriate.

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Our Services

Temporary (contingent) staffing

Whether you need a staff member for a few hours, or for several months pending the permanent filling of a position, we can provide outstanding calibre staff for an agreed all-inclusive hourly rate. You are only charged for the hours you have approved, and the rate includes the salary component, casual loading, all insurances, and payroll fees. Candidates are remunerated in accordance with the National Employment Standards, and Kowalski Recruitment takes on all of the contractual employment obligations of the candidate. This can be used as an extended trial period, and can be terminated with four hours notice, depending on workload and work performance.

Permanent Recruitment (ongoing and non-ongoing)

We believe that engaging the right people is fundamentally important to the success of every organization, and we go to great lengths to screen, assess and match candidates to your vacancy. We get to know your organization, we look at the intangibles of each position such as the cultural fit and team dynamics, and once you have selected the candidate you wish to engage we broker the deal, negotiate the remuneration and facilitate the candidate commencing in the role. Our service also comes with a replacement guarantee.

Recruitment Campaign Management

We have the expertise to manage your entire recruitment campaign from start to finish, including providing expert advice, designing eye catching press advertisements, fielding enquiries, receiving applications, short listing, coordinating interviews, conducting reference checks, negotiating the employment offer with the preferred candidate, and providing feedback to unsuccessful candidates. We look after all of the administrative burden of the campaign, saving you valuable time and resources.

Scribing Services

Kowalski Recruitment has a pool of very experienced, high calibre scribes, who can support your merit selection process, through attendance at interviews, conducting reference reports, and the preparation of selection reports. All Kowalski Recruitment scribes have significant experience, and have completed literally hundreds of scribing assignments for our clients. They also able to assist in the shortlisting process, organize interviews, join selection panels as independent panel members, and can provide defensible advice on your selection process.

Payroll Services

Kowalski Recruitment has in-house expertise in managing the employment conditions of contract employees, including the setting of wages and employment conditions in accordance with the National Employment Standards, the management of PAYG tax, superannuation (including choice of fund, and salary sacrificing arrangements), and the management of insurance policies (workers compensation, public liability and professional indemnity) on behalf of contactors. If you have identified a person that you would like to engage, we would be more than happy to "payroll" them.

HR, Policy Advice

Kowalski Recruitment provides HR and Policy Advice, and can benchmark positions according to industry standards. We can also provide induction and onboarding assistance, career development and employee retention advice, exit interviews, and outplacement programs.

Corporate Memberships / Directorships

- Gold Sponsor of the Institute of Public Administrators, Australia (IPAA),
- Corporate Member of the Recruitment and Consulting Services Association (RCSA),
- Corporate Member of Australian Human Resources Institute (AHRI),
 - Member of Canberra Business Council,
 - Board Member UCC
 - Board Member Snowy Hydro Southcare
 - Committee Member Salvation Army Central Appeal

Why choose KR?

Talent

We attract the best people available in the market.

Quality

We are passionate about what we do, and committed to quality.

Market Knowledge

Our knowledge of the ACT employment market is second to none.

Expertise

We have over 40 years combined experience in the recruitment industry.

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Contact Us: