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## **CIRCULAR TO DEPARTMENTS AND AUTHORITIES NO 7 OF 2000**

### **THE ENGAGEMENT OF RECRUITMENT CONSULTANTS**

Agencies frequently contract the services of recruitment consultants to engage staff, especially senior managers and professional staff.

It is important agencies provide a clear brief to recruitment consultants to ensure discussions with applicants do not create expectations about salaries and employment conditions that may be outside Government wages policy.

Agencies should make it clear in their briefings to consultants:

- the salary rate in currently approved industrial or workplace agreements is the only rate to be offered;
- applicants should not be 'head hunted' with the offer of higher salaries or be given the impression they can negotiate higher salaries; and
- vacant positions should be advertised broadly.

Agencies should not appoint a person to a position then seek approval to pay a higher salary rate. If the recruitment consultant is unable to find suitable applicants, agencies should consult with the Ministry of Premier and Cabinet about SES positions, or DOPLAR for other positions about strategies for attracting suitable staff.

**JEFF RADISICH**  
EXECUTIVE DIRECTOR  
LABOUR RELATIONS SERVICES

24 October 2000

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**While we endeavour to provide accurate and up-to-date information, DOPLAR is not responsible for the results of any actions taken or not taken based on the information provided.**