

Agency Labour Hire Agreement

Procedure to engage a temporary agency employee

Step 1

Identifying the need to engage a recruitment agency to source a temporary employee

If you have identified the need to engage a temporary recruitment agency employee, or a 'temp', it is a good idea to consider the following factors before commencing the process-

- Is the role newly created? Why has it become available?
- How long do you require them for? What will be their days worked and hours each day?
- What specific tasks will you require them to undertake?
- What type of skills do you want them to have?
- What employment background and experience do you want them to have?
- What is the culture of your team and what type of personality might fit best with the team?
- Is there a possibility of extension after the initial length of the assignment?
- How soon do you need the person in the role?
- How many candidates would you like the agency to present to you? A good benchmark is to see 5 of the top candidates from an agency.

Step 2

Finding a suitable agency

Check the Agency Labour Hire Agreement list of agencies to view the recruitment agencies you can select from to source a temporary employee.

<https://www.hr.unsw.edu.au/services/recruitment/agencylabourhireagreement.html>

If you are unsure which agency from the list might best be able to assist with your requirements, please contact UNSW Recruitment for guidance.

To better understand the Agency Labour Hire list of agencies spreadsheet, please see below an explanation of some of the categories mentioned:

Gross Margin Fee- this is the total percentage amount the agency will charge on top of the hourly rate of a candidate. For example, if a candidate is presented to you at \$60 per hour and the Gross Margin Fee is listed as 15% then the fee payable by you will be \$60 + 15% of \$60= \$69 per hour.

This is also the total rate that would be charged as a percentage of the first years salary should you decide to employ the candidate as a permanent UNSW employee within the first month of the introduction from the recruitment agency.

Temp to Perm Fee- the total rate that would be charged as a percentage of the first years salary should you decide to employ the candidate as a permanent UNSW employee after the first month of the introduction from the recruitment agency.

The rate is a sliding scale to 6 months, whereby no temp to perm fee is charged after 6 months of the candidate being on any one assignment by any of the agencies under the Agency Labour Hire Agreement.

Step 3

Contacting an agency

Contact your chosen agency/agencies (you can approach more than one agency to assist with temporary employees).

Only one contact is provided on the Agency Labour Hire Agreement list of agencies, so you will be directed through to the most appropriate contact who specialises within the particular field you need.

Advise the agency of all relevant information regarding your requirements as outlined in Step 1. The more detailed information you can provide the agency with, the better as they will be able to source the most suitable candidates for you based on how much information you give them about the role. For longer term assignments, it is often a good idea to meet face to face with the agency to discuss the requirements in more detail.

The agency will come back to you within an agreed timeframe with suitable candidates for your to review.

Step 4

Interviewing or offering temporary employment

Once you have decided on any suitable candidates, you might like to bring them in for an informal interview. The selection committee composition guidelines do not apply in the instance of employing temporary staff, however it is a good idea to have 2-3 stakeholders present to meet with the candidates to assist with the decision making process.

For shorter term assignments you might be comfortable with going straight to offering the candidate temporary employment.

Please direct your decision back to the agency and advise of any candidates you wish to employ so they can inform their candidate and advise them of all relevant information relating to the commencement of their temporary employment assignment at UNSW.

Step 5

Onboarding the temporary employee

Once the temporary employee has commenced into the role, the recruitment agency will maintain the relationship and will check that both the work unit and the candidate both have their expectations met.

Agencies also have requirements around Health and Safety and will need to ensure their candidate is inducted into the work unit appropriately. The agency contact will discuss their requirements with you once the candidate is placed.

Contact UNSW Recruitment if you have questions, concerns or feedback relating to specific agencies or candidates at any stage during the process.