



# Unique Personnel



## COMPANY PROFILE

# WHAT MAKES UNIQUE, UNIQUE?

Unique Personnel is a recruitment solutions consultancy established in 1970. Our 50 years of experience in the recruitment and personnel industry has led us from a purely Gauteng focused business to a national and international player, servicing a diverse client base including blue-chip companies, multi-national and global clients who entrust us with all of their staffing & HR solutions.

Unique is an exempted Micro Enterprise and therefore a Level 4 contributor with 100% procurement recognition level. Our plan complies with the provisions of the Broad Based Black Economic Empowerment Act and we are committed to meeting the BEE core component requirements of this strategy.

The experience and knowledge we have gained over the years has enabled us to monitor growth patterns, which have allowed us to amend our operational style whenever necessary to ensure that we are always on top of the ever changing business environment. Unique has always prided itself as being service driven, offering a total recruitment solution to all of its clients and candidates.



While we keep a close eye on the business climate, our main focus is and always has been to look after our client base's most important assets i.e. their human capital. This is achieved by ensuring that our clients' needs are always fulfilled, but also ensuring that each candidate is placed in an environment where they will feel most confident and therefore an asset to their employer.

We strive to contribute to human development in South Africa through strategic priorities and involvement. Our goal is to create credible recruitment solutions that will accelerate our client's progress & BEE goals.

**OUR CLIENT'S SUCCESS IS  
ULTIMATELY OUR SUCCESS**

*We are a recruitment consultancy, servicing a diverse client base, boasting International and Global clients who entrust us with all of their staffing solutions beyond their local placement requirements.*

# ONLINE RECRUITMENT MANAGEMENT AND APPLICANT TRACKING SYSTEMS (ATS)

Our consistent success is attributed to Total Recruitment Solution, our Online Recruitment Management and Applicant Tracking System (ATS). The TRS system gives you access to our comprehensive database that allows us to store, manage and access all our candidates:

- Personal Details
- Qualifications
- Job Preferences
- Employment References
- Job History & Interviews
- Software Experience
- Key Performance Areas



## OUR TRS SYSTEM FOR CANDIDATES

As a candidate, by joining Unique Personnel, you gain free access to the following functionality on our website system powered by TRS.

- **FREE** registration
- **FREE** online profile and CV management
- Full access to all positions available
- View all the jobs that have been assigned to you
- Online appointment management
- Access to load and view other documents (that may be related to CV or assigned interviews)
- Auto job matching
- Safe and secure CV management

Unique Personnel endeavors to make the placement process as streamlined as possible for both the candidate and the client.

*TRS Administrator adds job listing*

*Recurring and automatic advertising is done by TRS through job portals, social platforms and website.*

*Applicants will register and apply for job listing and TRS Administrator will receive email notification.*

*TRS Administrator can search TRS in-house database for candidates and request their CV.*

*Applicant Tracking System (ATS) will sort and decline unsuitable CV's according to the job specifications set out in the job listing.*

*TRS Administrator can view applicants CV's and uploaded documents.*

*TRS Administrator can sort applications into Shortlisted, Favourites and Declined folders.*

*Book Interviews with candidates at the click of a button. Candidates can immediately confirm interview.*

*Notifications will be sent via email to both TRS Administrator and Applicant.*

*Place Candidate.*



# THE RECRUITMENT PROCESS

Unique receives vacancies from the client

Unique starts recruitment process

Screening of candidates

Short Listing

CV's to the client

Integrity/reference checks

The client's final selection

Unique presents offer to candidate

HIGH LEVEL RECRUITMENT PROCESS



## OUR CORE VALUES

### INTEGRITY

Ensuring that the full recruiting process is one that you can trust.

### PROFESSIONALISM

Providing a consistent premium solution for your company.

### TEAM WORK

We don't just recruit, we build partnerships.

### COMMUNICATION

We pride ourselves on keeping an open line of communication with our clients.

### QUALITY

Providing high calibre candidates that will add value to your company.



## INTERNAL RECRUITER SOLUTIONS

- 1.** We will issue one of our best recruitment consultants for 5 days a week every week to the client branch.
- 2.** The recruitment consultant will fall under Unique Personnel's direct employment and payroll during this period.
- 3.** The recruitment consultant will be issued with a computer and cell phone as well as any other equipment required.
- 4.** The recruitment consultant will be instructed to report directly to and work directly with you and your department.
- 5.** The recruitment consultant will manage and maintain all of your permanent and temporary recruitment, selection, interviewing, Payroll and any other HR procedures outlined by you to Unique Personnel.
- 6.** The recruitment consultant will have full access to our candidate database and other resources including:

### ADDED BENEFITS

- Access to Unique Personnel's third party candidate ATS portals
- CCMA assistance
- Salary evaluation software and assistance
- Criminal, qualification, personality and credit checks
- Labour Law consultation and assistance
- Full function HR software reports and evaluations
- Internal Recruiter Solutions
- Payroll and Time & Attendance
- Online Temp Timesheets

POWERED BY **TRRS**



# STAFFING CATEGORIES AND DIVISIONS

- Government
- Public Services & Administration
- Digital & Information Technology
- Management Consulting
- Banking & Finance
- Office Support
- Sales & Marketing
- Customer Services
- Telecommunications
- HR & IR
- Agricultural
- Payroll & Recruitment
- Purchasing & Procurement
- Supply Chain & Logistics
- Manufacturing & Production
- Health & Safety
- Security & Risk
- Education & Schooling
- Draughting
- Trade Import & Export
- Automotive
- Professional Training & Coaching
- Engineering
- Publishing & Printing
- IT & Automation
- Retail & Wholesale
- Warehouse
- Medical & Pharmaceutical
- Mining & Metals

**Temp**  
**CONTRACTORS** 

**Engineering**  
**& Technical** 

**Finance &**  
**Commercial** 

**FMCG &**  
**Pharm** 

**Human**  
**Resources** 

**Supply Chain**  
**& Logistics** 

**IT &**  
**Telecoms** 



# FEE STRUCTURE

**Perm:** 15% to 20% of the candidates gross annual cost to company salary package.

**Temp:** 45% mark up on only hours worked (We pay the burden Costs)

**Contract:** 25% of the contract value



## THE GUARANTEE

### **Guarantee Period:**

Unique Personnel provides a 12 week guarantee which will be honoured provided that the full payment is made within the agreed payment period.

Unique Personnel will provide a replacement candidate within 5 days in the event that the candidate who has been successfully employed is legally dismissed or has tendered their resignation within 90 days of employment.

In the event that Unique Personnel is not able to provide a free replacement within the said period of time, the client will be entitled to a credit of the placement fee based on the following scale:

- 1 - 4 Weeks: 80%
- 5 - 8 Weeks: 40%
- 9 -12 Weeks: 20%

All Credits will be applied toward future placements/contractors.

# simply **unique** staffing solutions



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