**

**PROPOSAL OF SERVICES**

**CLIENT: Etel Transformers**

SERVICE: Outplacement

DATED: 26 September 2016

CONTACT: Joanne Tuese

**An Overview**

Dear Joanne,

Thank you for reaching out to Get Hired to offer us the opportunity to assist your employee through our outplacement and career transition services.

We understand that as a responsible employer, providing outplacement is about much more than mitigating employment legislation or safeguarding your employer brand.  The reality is that most of our clients simply want to help their employees by reducing stress and finding new opportunities quickly.

However, when looking to provide outplacement support for your staff, it is hard to negotiate the balance between cost and quality. How do you provide flexible, tailored support that is meaningful and effective for each employee without breaking the budget?

We work with you to create high impact, tailored and cost effective outplacement support for your employees, with programmes to suit all levels and functions within the organisation. We focus on helping you to provide more of what matters for your employees; personalised, practical career transition support which gives them confidence to define and shape their own path.

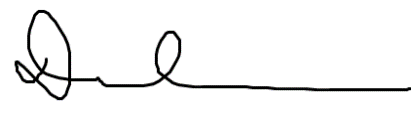
Our essentials cover Jobs Search Strategy, Resume Tips, Advice on applying for jobs, The Hidden Job Market, Networking & Social Media, Understanding Advertisements, Using Recruitment Agencies, Basic Interview Preparation and Coping with Change.

We have provided program options to suit Etel Transformers unique needs, the details of which are outlined in the following pages.

We pride ourselves on our ability to be flexible and will tailor our programs to you, so please ask if there is anything else we can do, or if at any stage you’d like some advice on the redundancy or outplacement process.

We look forward to being of assistance.

Warm regards,



**Dayna Edwards MAHRI**

**General Manager**

**PROGRAM DETAILS**

**Recommended Standard Programs**

|  |  |
| --- | --- |
| **Item** | **Fee** |
| **1 month program**  Recommended for Junior & market-ready employees   * Personalised One-on-One Career Coaching (4 x 1 hour sessions) * Psychometric testing: Career Interests, Personality Profile * Essentials of Job Search Strategy, Resume Review * 3 months’ regular phone & email supportwhen required   **Cost per individual participant** | $900.00 |
| **2 month program**  Recommended for mid-Level <10 years, or Long tenure employees   * Personalised One-on-One Career Coaching (8 x 1 hour sessions) * Psychometric testing: Career Interests, Personality Profile, Career Obstacles * Identification of Transferable skills * Career Action Plan * Essentials of Job Search Strategy, Resume Review * 6 months’ phone & email supportwhen required   **Cost per individual participant** | $1,800.00 |
| **3 month program**  Recommended for Executive & Senior Personnel   * Personalised One-on-One Career Coaching (12 x 1 hour sessions) * Psychometric testing: Career Interests, Transferrable skills, Learnability, Career Obstacles * Career Assessment & Action Plan * Essentials & Premium Extras Package * 12 months’ telephone & email support when required   **Cost per individual participant** | $2,700.00 |

\*Please note that this is a one-on-one customised service and each individual has the opportunity to determine which areas they would like to focus on, including the use of psychometric testing.

**ONE-ON-ONE COACHING**

In our career coaching sessions we ascertain what’s important to each individual using proven career coaching techniques, and then focus on the essentials to help them achieve their personal career or job search goals. We use psychometric testing (at no additional cost) to assist those whom are unsure where they want to go and what their next step is.

**Build Your Own Package**

Within organisations such as Etel, where there are experienced People Managers who understand both the business and its people – we think offering a **fully flexible package, designed by you** with our assistance is simply the smart thing to do.

* Choose from as little as two sessions per person
* Provide add-ons as you go, as required.
* Divide your employees into categories based on needs (ie. over 45’s), tenure of employment, or job market suitability.
* Only pay for the sessions the employee uses.

**PRICING: $225 per session.**

**Professionally Written Resume**

We offer outstanding value on a professionally written Resume by one of our team of experienced and qualified Resume writers. These writers include internationally recognised and award winning resume writing superstars, sought after in their field across Australia.

A resume that allows people to stand out from the crowd and define their unique strengths is essential in today’s tough job market. It also offers a lot of confidence to your employees to know they have an ATS safe, Recruiter friendly, well formatted and professionally written Resume that gives them that competitive edge they need. With the purchase of any of our coaching programs, received reduced rates on our Resumes.

**Resume Pricing:**

Trades / Unskilled / Junior professional: $400

Mid-level professionals: $500.00

Senior Professionals: $600.00

Senior Management: $800.00

**Why We’re Different.**

* **Ongoing Support.** We don’t put a time limit on our help, we are there for advice and support until your employees have reached an employment outcome.
* **Redeployment**. Yes. Get Hired has a Recruitment division, but we also work with other Recruitment agencies. Meaning that if we don’t have vacancies for your employees, we refer them onto recommended agencies that work in THEIR industry or area of expertise.
* **Our Team**. Our Consultants aren’t just Career Coaches or ex-Recruiters, they are both. Qualified Career Coaches with a background in Recruitment & HR, so they understand how to build your employees back up, identify their strengths, and what potential employers are looking for. Meaning they are best placed to assist your exiting employees straight into a new role.
* **We’re Practical.** We’re not about fluff. We’re about practical, meaningful assistance and we match our team to yours.
* **We’re Relatable.** We match our team to yours. We are down to earth, experienced and we care about making a genuine and lasting connection with your employees.
* **Flexibility.** With Get Hired there is no red tape, we are able to offer the flexibility you need, when you need it.
* **Best price.** Due to our unique model we can offer the best priced outplacement programs in Australia, with real tangible value.

**AUTHORITY FOR SERVICE**

Please complete and return the following Authority for Service to Dayna Edwards, General Manager.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ holding the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with **Etel Transformers** agree:

1. To engage Get Hired Australia in the provision of Outplacement Services as outlined in this Proposal ET4124 dated 26/09/2016, and
2. To accept their fees and payment timeline as set out in the same document.

Purchase Order number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or Not Applicable

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Payment Schedule**

You shall be invoiced upon signed authority of service or individual commencement of the outplacement program, as appropriate.

Full payment is required within 7 days from date of invoice.

Quoted fees are subject to GST.

Fees include all individual resources & materials unless stated otherwise.

Disbursements such as travel and accommodation will be invoiced at cost should consultations be required outside of the metro city area.

**Company details**

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| --- | --- |
| **Contact:** | **Dayna Edwards** |
| Position: | General Manager |
| Phone: | +61438 927 019 |
| Email: | [dayna@gethiredaustralia.com.au](mailto:dayna@gethiredaustralia.com.au) |
| **Company Name:** | **Get Hired Australia** |
| ABN: | 91 729 649 238 |