

# Recruitment



*We have a state-of-the-art recruitment toolbox incorporating international best-practice methodologies, which are tailored to our client's specific needs. Although it is important to ensure the perfect competency fit, it is equally important to match a candidate to the client's culture and value system. Aptus utilises an array of methods to successfully find the correct candidate for any position; from the most junior position to senior executive level.*

Competency/Risk Assessments  
Executive Staff  
Global Solutions  
Specialist staff  
Response Handling

*Aptus is a business process outsourcing company, supplying clients with world-class services in all aspects of people management and outsourcing solutions across different industries and sectors*

## *Aptus Integrated Solutions has a permanent recruitment division which boasts a team with extensive, multi-industry experience.*

The first step in recruiting for a new client is to introduce an experienced Aptus senior consultant to the client. They will initially meet in order to understand the environment, the client's business drivers and any special requirements the client might have. By understanding both the client's needs and environment, competency profiles for targeted positions are developed

based on a holistic set of factors. These will later be used to determine the selection battery for potential candidates and will provide valuable insights into the specific skills and competencies of candidates tested against these profiles.

Our philosophy is that we play an integral role, not only in your

organisation's success, but also in the career path of each of our candidates. Our approach towards our candidates is highly personalised and transparent where we take an active interest in their aspirations, personal needs and unique motivators. This ensures that each placement is a win-win, for both our client and our candidate in the long-term.

## Specialist & professional staff

Our company has access to numerous networks, both structured and informal, from which candidates for specialised positions can be sourced. We pride ourselves in sourcing individuals who will not only be experts in their specific roles, but who will add great value to your business as a whole. Our innovative approach to selection ensures that you enjoy the benefit of selecting from a small but well-fitted shortlist of some of the best professionals your industry has to offer.

## Global staffing

Aptus has the ability and experience to implement global resourcing on a project-by-project basis. We will determine the requirements of the off-shore client and use our extensive resources and established networks to short-list candidates. We facilitate a number of two-way interactions between the client and the candidate using state-of-the-art communication technology. As a value-adding service, we provide intensive cultural and local knowledge orientation to the selected candidate, thereby ensuring that they embark on their project well equipped to successfully add value to our client.

## Executive staff

Aptus has had tremendous success in finding senior executives for a wide range of companies. In addition to our resourceful sourcing techniques, we maintain an extensive database across industries and are therefore in the position to identify suitable candidates when required. Due to their extensive prior experience, our senior selection consultants are well equipped to engage with executive level individuals and to determine whether their skills set and personal profiles are in line with client requirements.



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## Employee/Candidate Risk Assessment

An Employee Risk Assessment can be performed by Aptus based on the unique client requirements. Aptus has access to a wide range of validations such as criminal records, credit verification, qualification verification, etc.

Any validation is done within a strict process ensuring that the rights of the individual are recognised and protected. Before any check is performed the employee or candidate needs to provide an explicit authorisation to this effect.

Our assessment solutions can be applied as once-off activities or as part of a complex end-to-end assessment process. The function is performed from any of our offices or, depending on client needs, from the client site.

Depending on what assessments are required a typical assessment can take 3-5 working days to complete once all supporting documentation is available. An assessment report will be issued for each employee assessed. Supporting documentation is securely filed and will be made available on client request.

- Criminal checks – A full set of fingerprints from both hands are used to ensure accuracy. The fingerprints are taken by means of an electronic fingerprint scanner manned by accredited and approved operators. When volumes permit (groups of 10 or more) the fingerprints can be taken on the client premises, ensuring minimal disruption and inconvenience of employees. Individuals or groups less than 10 will have to visit our offices where the checks can be performed.
- Credit check, Address verification and ID verification – These checks can be performed by our operators if a copy of a valid ID document is provided.

Addresses can also be confirmed by obtaining a valid copy of an approved bank or residential address document directly from the employee, should that verification become a necessity.

- Qualification verification – For qualification verification a copy of the certificate or certificate number and ID is required. The check is also performed by our operators in one of our offices.
- Employment reference checks (Character reference checks) should this be needed – Two to three employment history checks are normally performed depending on the employee's employment record and the client requirements. Previous employers are telephonically interviewed by an experienced consultant who then compiles a detailed but concise report based on the information received. The current employer will then be in a much better position to do a self-assessment. These checks are essential for new starters but do not add real value once an employee has been employed at the client for a long period.

Risks are inherent in every business and are in most cases indispensable consequences of salient business processes as a result our premise is that one does not aim at eliminating risk but to pre-empt and mitigate any risk thus using the actual risk as a benefit to business.

South Africa is not unique in facing high-end skills and competency draught and as we have witnessed this scarcity is even harder felt in the private sector where the attraction and retention of skills has proven to be an insurmountable challenge.

A common and hugely expensive business error happens when Human Resources professionals in an attempt to rise to this challenge of skills scarcity – neglect or overlook certain essential risk

mitigation recruitment practices such as conducting "prudent employee/candidate risk assessments" prior to bringing potential candidates on-board.

Therefore, in meeting service delivery goals, it is important at the point of entry (when recruiting and selecting new employees), to embark on a thorough security clearance exercise which will enable the client to:

- Conduct psychometric testing of potential employees
- Job Profiling
- Conduct background and security checks to determine possible non-compatibility
- Provide train-the-trainer interventions
- Career Readiness for new entrants to the "world of work".

## Competency assessment & placement

Competency management forms the backbone of most HR systems and processes. It can be linked to competency-based recruitment, competency development, performance management, dual career path planning and organisational re-structuring. We assist the client with matching the right skills to the right jobs. We also supply assessment center services, which are customised to each client. This is achieved by making use of quality experienced assessment centre administrators and observers who can add real value to the business. We use the latest software and tools to manage data ensuring quick and efficient service.

