

recruit mint link news

February 2009

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RECRUIT MINT LINK

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Find a candidate that is passionate about what they do and you will have found the perfect employee.



Interviewing staff

The cost of hiring a staff member that does not suite the position could set you back more than what the candidate earns in a year. It is well worth doing your home work and spending a little bit more time preparing for the interview than actually conducting it.

Start by understanding the position 100%; know what the requirements are that the new staff member would need to be able to fulfil the role. If the position is highly technical or requires a certain amount of knowledge consider a technical / knowledge based assessment.

Understand the personality types in the environment, staff need to get along and placing someone into that environment that isn't suitable could make matters worse. Think about utilising psychometric testing to determine the personality type.

Create one questionnaire that will be used for each candidate interviewed; make sure you take notes through out the interview. Be creative in your questioning, use various types of questions like, closed/open ended, statements etc. Remember that if you are interviewing 10 people the chances are you are not going to recall what the first candidate had to say. It is also vitally important that you understand what questions not to ask, you could utilise your HR department for this or contact the CCMA.

Create a rating system on the candidates capabilities for example should you be interviewing a secretary, include questions that would be able to rate his/her organisational skills, computer literacy, minute taking, communication ability etc. By doing this it will also assist you in making an informed decision.

Decide who is going to be in the interview, it is best to have more than one person to be able to provide input into the decision. Perhaps even include the staff member that is leaving as they understand their position better than anyone else.

Finally do not make any promises to a candidate at their interview, that you cannot keep, do not invite the first candidate out of 10 for a second interview when candidates 6, 7, 8 and 9 could be a better fit for the company. Complete your interview process before moving onto the next stage.

Don't discount enthusiasm. "All attributes and skills being equal, the one who demonstrates the most desire is the best hire" ("The Art and Science of Conducting a Job Interview").

Recruit Mint Link Specializes

Recruit Mint Link has so far assisted clients in Travel & Tourism, Engineering, Marketing, Mining and Sales with amazing feedback from clients and candidates alike!

As from the 17th of March 2009 we will be getting back to what we know best! Which is Information Technology and Financial recruitment. Does this mean that there won't be any room to assist with positions outside of these roles? Definitely not!! We are here to help you no matter what your needs are, we are just better at IT and Finance.

If you have any requirements where the candidate will only be hired after the 17th of March please feel free to contact us to start the process!

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Staff Update

Recruit Mint Link would like to welcome Sheila Gebhardt to the team!! Sheila will be heading up our coastal division which is currently situated in George.

Sheila has a wealth of knowledge in the banking, sales and construction industry and is truly an asset to our team.

For all coastal enquiries please contact sheila@recruitmintlink.co.za

Salary Surveys

It is important for all of us to keep up to date with industry salaries to ensure that our staff is paid the correct salary.

Careers 24 has a salary survey that is quite useful, there were over 21 000 people who contributed to the results. There are various options of data that is available for viewing.

The data can be found at <http://www.careers24.com/TalentSurvey/results.htm>.

IT web has an industry specific salary survey that provides a better insight to the IT Salaries. The information is broken down into Level of Authority, Job Title vs. Salary (contractors), Job Title vs Salary (permanent) as well as expertise vs. salary. This information can be found at <http://www.itweb.co.za/surveys/salary/2008/>

Salary Surveys assist you in ensuring that you are paying your staff a market related salary.

We required Recruit Mint Link's services for a Senior Managerial Position. The company ensured we had sound quality potential candidates at very short notice. Angie constantly followed up to ensure the process of employment was carried through to completion. We will certainly make use of the outstanding Services Recruit Mint Link has to offer in the future.

Director - Afrikings

Available Staff

In this economic climate many of the candidates that contact me for available positions are on the market due to a current or pending retrenchment. I have decided to therefore include only retrenched candidates and Owners of companies who have had to close down their company in an attempt to help them secure a permanent role. All candidates included below are available immediately or on a negotiable notice period.

Last Position: *Transport Consultant*

Area: Pinetown

Expected Salary: Negotiable

Candidate Overview: The candidate has been in the transport environment for over 10 years and has a wealth of knowledge that would benefit any company requiring his skills.

Reference: BB001

Last Position: *Project Engineer*

Area: Port Elizabeth

Expected Salary: Negotiable

Candidate Overview: Responsible for planning and execution of all current and new development projects in motor vehicle air-conditioning. 19 years experience in the motor industry.

Reference: AKS001

Last Position: *Project Manager*

Area: Germiston

Expected Salary: R15 000.00 excluding benefits

Candidate Overview: Responsible for two sites at an airport, this included Office Management, Payroll, Operations and Labour broking.

Reference: AS001

Last Position: *Data Capturer*

Area: Centurion

Expected Salary: R5 000.00

Candidate Overview: The candidate is in the possession of a Management Assistant Diploma, she has just over 5 years experience in office support including basic GL, recon and debtors / creditors. Own Vehicle.

Reference: MVDS001

Last Position: *Mechanical Engineer / Project Engineer / Site Engineer*

Area: Gauteng / Rustenburg

Expected Salary: Negotiable

Candidate Overview: Experience in Mechanical, Civil and Electrical engineering. Previous international experience in water purification.

Reference: PVR001

Last Position: *Project Support Co-ordinator*

Area: Halfway House

Expected Salary: R28 000.00

Candidate Overview: Her career started in 1995 as a Junior PA; she has always worked well in supportive roles. She really shined in her last position where she was awarded for outstanding service for the compilation, editing, and formatting of 7 best practice manuals on project management for the client. She has strong planning, development, preparation, control, liaison and reporting skills.

Reference: AKS001



Wow Angie...you may be the last serious agent that hasn't immigrated...Your service is highly valued!

Candidate



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Last Position: National Manager/Origination
Area: Pretoria – willing to travel to Johannesburg
Expected Salary: R11 500.00 (PTA) R13 500 (Johannesburg)
Candidate Overview: Accelerate system, bank products, Communication & Marketing, Networking offices & consultants. Support and back-up, set-up & training, Origination: Head Office, Office Reporting.
Reference: EVN001

Last Position: Office Manager & Marketing Assistant
Area: Springs – Willing to travel
Expected Salary: R12 500.00 dependent on area.
Candidate Overview: In her second year of her BBA Degree through IMM, 8 years experience in office support and 4 years in marketing/operations.
Reference: SL001

Last Position: National Manager/Origination
Area: Pretoria
Expected Salary: Negotiable
Candidate Overview: Talent development administrator, events planning, reporting,
 Data capturing, preparing presentations, book individual training
 Junior planner on engineering plant, assist planner with her duties.
 Site clerk, managing main admin office, ordering materials, data capturing, reporting to management and calculating monthly bonuses
Reference: SK001

Last Position: Owner of Turn key interior and exterior design solution (closing company)
Area: Halfway House
Expected Salary: R25 000.00 Negotiable.
Candidate Overview: Interior Design – Residential and Commercial
 Construction – Procurement of Construction Material, Fittings, Finishes, and Active Marketing
 Communication – Public Relations within the Hospitality Industry
 Events and Conference Coordination – International Hotel Group and Industrial Business
 Management – Characterized throughout career
 Recruitment – External Recruitment Business and Internal Company Recruitment
 Marketing – Active and Experiential Marketing and Building Brand
 Project Management – Construction, Renovations, Interior and Exterior Design
Reference: AHR001

Angie has always provided me with friendly yet highly professional service.
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