

## Who Are We?

Jo Mason and Dee Hyde have a track record in recognising workplace issues and applying creative solutions. Having spent 10 years (Jo as General Manager) and 8 years (Dee as Professional Development Manager) at a medium sized (250 employees) organisation, they understand the challenges of recruiting staff. Both Jo and Dee have experience in recruiting support staff, ensuring a good value and skill match.

Dee has a BA in Psychology and Education, a GradDip in Adult Teaching and Learning, the National Certificate in Adult Literacy and Numeracy Education(level 5) and a NZ Business Diploma in Leadership and Management (Level 6).

Dee's work developing and delivering learning material and assessment via the free Google platform has been recognised. She has worked with many new support staff and is adept at recognising curiosity, flexibility and openness to new ideas. Dee has previously held management roles that have included recruitment.

Jo has a Bachelor of Applied Management in Business Transformation and Change. She is actively involved in local government as an elected member of her local council, and is proud of the roles she holds. Jo has the Making Good Decisions qualification with a chairing endorsement.

In previous roles, Jo has been instrumental in introducing and leading change around models of support in the Community Services Sector. This has involved selecting staff who have understood and shared the vision of change.



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## RECRUITMENT SERVICES for INDIVIDUALS / WHANAU / FAMILIES USING PERSONAL BUDGETS

  
project happen



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**SEE OUR WEBSITE FOR DETAILS.**



## GETTING THE WOW FACTOR.

Throughout 2019, **Project Happen** has been working alongside individuals with disabilities and their whanau/families as Independent Connectors. It has been our pleasure to support families to take control of their support by using Personal Budgets.

We observed that families/whanau love the idea of controlling their support, and of having full choice regarding their support team. We also observed that whanau/families are often not quite sure how to go about actually getting that support. Sometimes it was simply a matter of yet another thing that families had to fit in to busy lives.

**Project Happen**  
is pleased to announce that we are now offering  
a recruitment service.

Our recruitment service is designed to support individuals or families who would like to choose their own support staff. It is ideally suited to those who are managing their own budgets, or who are using a hosting service where staff recruitment is not included in the hosting service.

Project Happen is also happy to provide recruitment services for support agencies.

*Please do contact us for an obligation free conversation about your recruitment needs.  
- Jo and Dee.*



## Support Staff Recruitment

### RECRUITMENT SERVICES.

We will have a **conversation** with you about the support that you require, and the qualities you would like your support staff to have.

We will then **list your requirement** for support staff on TradeMe and Seek websites. We will also list the job opportunity on our own website. We can also list in other sites or media at your request and at additional cost.

We will **receive applications** and **make recommendations** regarding who we feel would be good to interview, and why. Note, we will not short-list - you will be able to see all applications if you wish.

After consulting with you, we will **arrange interview venues and times**.

We will support you through the interview process, giving advice around **interview questions** and sitting in on the interview (or you can interview without our service).

We will **offer our opinions** regarding who we feel would be a good match for you and the support that you require.

When you have let us know your preference on who you would like to employ we will carry out due diligence. This involves:

- **Reference checking**
- **Police Checking** (Project Happen is an approved agency to use the Police Vetting Service).

When you have made your final decision we will provide you a **customised letter of offer** to send to the successful applicant.

We will also provide you with a template employment contract that you can customise and use.

We will advise unsuccessful applicants.

At this point, you will then need to follow the usual employment on-boarding process. If you are using a hosting agency, their services are likely to cover this.

The cost of this service is \$1,800 + gst per recruitment round.

*We recommend that you plan ahead and recruit your team in one round of adverts and interviews.*