

# HR MANAGEMENT AND RECRUITMENT SERVICES

HR as a Service

Talent Management

Career Centres

Recruitment

## Support and Transform your People Capability

Orchard provides flexible and easy-to-use solutions that can be quickly activated to extend and transform your Human Resources Recruitment and Talent Development processes.

We support employers, executive teams and HR functions across the full employment lifecycle allowing you to focus on strategic programs and business performance.

### Career Centres

Are you looking to take control of your recruitment, addressing the challenges of generating the right candidates quickly and with a flexible and responsive service?

We can quickly deliver recruitment improvement through outsourcing all, or part, of your talent attraction processes.

With our Branded Career Centre, we become your recruitment team and bring with us first-class leadership, technology solutions, and service delivery models.

### Talent Management Services

Do you sometimes need additional assistance to plan or execute talent management programs?

Our specialists offer strategic, tailored, robust and proven solutions at all stages of the talent life cycle.

We can help with HR strategy and planning, psychological assessment, career coaching for transformation, talent pipeline mapping, and career transition and outplacement and much more.



*Orchard delivers professional services that provide executive teams, HR professionals, managers and employees, with everything you need to maintain and develop an engaged, productive, and cost-effective workforce.*

### HR as a Service

Do you find your HR function just can't seem to catch up, spending all their time on day to day activities leaving no time for important programs and projects?

Orchard provides an outsourced Human Resources service to support all aspects of the employee life cycle.

We include a world-class HR Information System; manage all adds, moves and changes to employee profiles; provide easy to use self-service options; and train our staff to answer HR enquiries from your managers and employees.

### Recruitment Services

Are there times when your recruitment function struggles to handle peaks in volume or specialised projects?

Orchard's On-Demand branded recruitment neatly dovetails into your existing careers function.

We become an extension of your current team – we work under your brand, with your workflows, are invisible to candidates - and we give you a boost and the scale to flex up.

**Orchard's flexible service offerings provide peace of mind, knowing that all of the day to day activity related to attracting, hiring, onboarding, engaging, supporting, managing, developing, and retaining your staff are looked after by our professional team. We free your scarce and valuable HR resources to focus on what they do best – creating and delivering strategic talent programs to nurture and grow your business.**

**HR as a Service**

Our outsourced HR solution supports all aspects of the employee lifecycle from hire to retire by:

- Supporting all core HR administrative processes including onboarding, employee moves & changes, proactive HR notification, employee enquiry support, and optional extensions to performance management, learning & development, succession and compensation programs
- Providing a complete technology solution, with our own cloud-based HR Information System, so you get the benefits of world leading technologies without having to make expensive financial investments
- Increasing employee engagement through better onboarding and access to clear and easy to use HR tools for self-service information and updates from any platform and any location
- Managing compliance risk and increasing peace of mind through powerful reporting & analytics on a single “source of truth”
- Reducing HR administrative costs, avoiding headcount restraints, coping with peaks and troughs in demand through providing resources when and where required on a scalable and predictable subscription pricing plan

**Branded Career Centre**

We can quickly deliver recruitment improvement through “your own Virtual Careers Centre” by:

- Creating an efficient end-to-end recruitment model to deliver on diverse roles
- Focusing on strong candidate attraction and assessment through smart and effective technology and research programs
- Fully branding our services where all recruitment is done under your organisation’s name, boosting your employer brand within the market
- Utilising advanced candidate sourcing technologies and online / social media to attract the best possible passive and active candidates
- Delivering a flexible service model that can handle the peaks in hiring (and troughs) with ease, supporting your internal recruitment team to manage seasonal requirements, specific projects and one-off events, as well as your business-as-usual recruitment needs

**Talent Management**

Our specialists provide expert assistance and proven solutions at all stages of the talent life cycle, including:

- Performing HR process maturity assessments and providing strategic transformation advice
- Using psychological assessment to evaluate potential hires against agreed and relevant competencies to identify the best available talent
- Strategically identifying top talent locally and globally to mitigate risk around sourcing difficult roles and to map external talent onto succession plans
- Designing and executing career coaching programs to build and sustain a workforce aligned to changing organisational needs
- Providing career transition services to assist exiting employees, from admin support through to executive, to become better equipped to secure new roles

**On-Demand and Project Recruitment**

Our experienced recruitment specialists are fully engaged to support your one-off and project hiring:

- Our service is scalable and you can “turn-on” and “turn-off” at any time - no more overflow to expensive recruitment agencies and no more short-term recruitment contractors
- We build and staff the service to support your internal team to manage seasonal requirements, specific projects and one-off events, as well as your business-as-usual recruitment needs
- We include your own Applicant Tracking System (ATS) capability, so you can get all of the benefits of leading technologies without having to make expensive financial investments

***Simplify your HR and Recruitment processes ... extend, improve and transform your talent attraction and development capability to build and maintain and grow your workforce for business success.***

**Working with Us**

As businesses evolve, they have different requirements in HR practices. We combine fresh thinking, strategic choices and strong operational service delivery.

We have a no-surprises fee structure supported by leading cloud-based technologies.

**For More Information**

Please visit our web site to find more detailed information on each of our service offerings, or contact us to see how we can help you transform your recruitment and HR management capability.

**About Orchard**

Orchard is a privately owned, local Australian firm with offices in Sydney and Melbourne.

Our team provides HR services across Australia, New Zealand and South East Asia to global multinationals, ASX listed companies and local Australian firms.

HR as a Service	Talent Management	Career Centres	Recruitment
<p style="text-align: center;"><b>Melbourne</b> Level 8, 91 William St Melbourne 3000</p>	<p style="text-align: center;"><b>Sydney</b> 3 Spring St Sydney, 2000</p>	<p><b>www.orchardhro.com.au</b>  info@orchardhro.com.au</p>	