



## **HUMAN RESOURCE POLICY USE OF EXTERNAL RECRUITMENT AGENCIES**

<b>Policy No: NLMHREN004</b>	<b>Effective Date: 01 April 2008</b>
<b>Approved:</b>	<b>Review Date: 01 April 2009</b>

Notwithstanding the review date herein, this policy shall remain effective until such time approved otherwise by Council and may be reviewed on an earlier date if necessary, subject to Labour Law Dispensation or operational requirements.

### **1. SCOPE**

Applicable to all external recruitment agents who wish to do business with Ngwathe.

### **2. PREAMBLE**

Ngwathe acknowledges that it may be necessary, from time to time, to make use of external recruitment agencies to supplement and complement the recruitment capacity of the Human Resources Department.

### **3. POLICY**

To ensure that all recruitment conducted by external agents is in line with a fair and equitable process and that the use of recruitment agencies is controlled in line with established criteria.

#### 4. STAKEHOLDER ANALYSIS

Role	Responsibility
Municipal Manager / Director Corporate Services (subject to its delegations if any)	
Council	
Line Manager	
Human Resources	
Labour Representatives	

#### 5. PROCEDURE

HR will manage the process with all relevant parties as per the Recruitment and Selection Policy, and Ngwathe will from time to time make use of external recruitment agents to recruit required personnel. As these agencies' names will be linked with that of Ngwathe, it is important that their work approach, values and ethics conform to that of Ngwathe, and that they understand the ramifications of the relevant legislation. Ngwathe reserves the right to insist on certain specific advertising and recruitment methods from the companies it employs to do recruitment on its behalf.

- The recruitment agencies will therefore accept full responsibility and liability for the recruitment and placement process.

- Ngwathe expects that all recruitment exercises begin with a well recorded job and person specification, as well as a comprehensive understanding of Ngwathe's requirements and an overview of Ngwathe's business as per the Recruitment and Selection Policy. The recruitment agent should have a good understanding of Ngwathe's corporate culture so that it can successfully match candidates with Ngwathe's culture.
- Assistance may also be required with reference checks, psychometric assessment, and market related input on grades / salaries and fringe benefits applicable to the position.
- In view of the Employment Equity Act and the Basic Conditions of Employment Act, Ngwathe insists that all agents strictly adhere to the law to avoid expensive hiring mistakes.

### Fees

Ngwathe will agree placement, advertising and other relevant fees with the various recruitment agencies prior to making use of their services. Such fee is to be negotiated and agreed in writing.

Should an applicant be employed on a temporary basis, the fee will be based on the monthly salary and is payable monthly for a period not exceeding 12 months. Should the applicant be appointed on a permanent basis, then the permanent staff placement fee less the fees already paid will become payable.

### Advertising

The agency will be responsible to ensure that the advertisements are placed in suitable media to ensure that all the designated groups may have access to such advertisements as required by Law. Ngwathe will agree with the agency on which media to use for advertising to ensure equitable representation of all readers and potential candidates.

Ngwathe's name will not be used or any reference made to Ngwathe unless permission has been granted by the Director: Corporate Services and/or Municipal Manager.

If Ngwathe is responsible for the costs of the advertisements, the draft of the advertisement will be approved by the Director: Corporate Services and/or Municipal Manager prior to placing the advertisement.

### Shortlist

Ngwathe will advise the agency of the number of people it would prefer on the shortlist. Ngwathe reserves the right to request to discuss the remainder of the candidates should the persons on the shortlist not be of the required standard.

### Interview Reports

Ngwathe requires a proper interview report on all the candidates who are presented to Ngwathe.

### Interviews

Ngwathe requires that the recruitment agency arrange that the candidates on the shortlist attend interviews at times and a venue specified by Ngwathe.

### Guarantee

If the candidate is dismissed by Ngwathe within 90 days from the date of engagement for any reason (save retrenchment, redundancy or ill health), or should the candidate resign for any reason whatsoever within the said period, then the candidate will be replaced at no extra cost. Should a suitable applicant not be available then the recruitment cost will be refunded to Ngwathe.

## **6. AUTHORITY**

Formulation Policy	:	Municipal Manager
Authorisation Policy	:	Council
Ownership and Maintenance Manager	:	Director Corporate Services