

**Giving us the right info, helps you get the right people. Fast.**

When you work with a recruitment partner, a clear brief makes all the difference. The more accurate and specific your information is, the faster and more effectively we can get the right people on-site, ready to go.

This quick guide shows you what to include in your job brief and what to avoid, so we can hit the ground running together.

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## What to include in your job brief

01.

A strong brief saves time, avoids mismatches, and improves candidate retention.  
Here's what we need:

### 1. Job title & site location

Be clear on the actual role, level of seniority, and the exact site or project location.

### 2. Start date & duration

Is this urgent? How long will the role go for? If it's ongoing, let us know the contract terms.

### 3. Roster & hours

What's the shift structure? (e.g. 2:1 FIFO, Mon—Fri, night shifts). How many hours per week?

### 4. Required tickets, licences & experience

Tell us what's non-negotiable. Include industry-specific tickets, years of experience, site experience, or plant knowledge.

### 5. Pay rate or range

Give us a clear hourly rate or range so we can manage expectations upfront. If it's award-based, let us know which award.

### 6. PPE or equipment requirements

Do workers need to bring their own gear (e.g. FR clothing, boots, tools)? Let's get that sorted early.

### 7. Medical or site access requirements

Will there be a drug & alcohol test, site induction, or VOC required before mobilisation?

### 8. Cultural or team fit

What's the crew like? Do they need to be independent, team-oriented, fast-paced, etc.? Soft skills matter too.

### 9. Key contacts & decision-makers

Who's reviewing resumes, conducting interviews, and signing off hires?

### 10. Interview & onboarding process

Do you want resumes only? Phone screens? Face-to-face interviews? Let us know the process and who's involved.

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## Common mistakes to avoid

02.

- ☐ Vague job titles like "Labourer" without details on duties or environment
  - ☐ Not mentioning urgent start dates or shift changes
  - ☐ Withholding pay rate info (we won't attract top talent without it)
  - ☐ Surprising candidates with unexpected D&A tests or inductions
  - ☐ Changing key info after the process has started
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## Final Tip

03.

If in doubt, over-communicate. The more we know, the better we can deliver. A solid brief leads to faster fills, stronger placements, and fewer back-and-forths.

### Need help scoping out a tricky role?

Let's talk it through, no pressure, just good old fashion help.

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## Brief Template on the next page

04.

Person filling out the form:

**Company:**

**Name:**

**Position:**

**Contact:**

**Date:**

## Job overview

**Role Title:**

**Start Date:**

**Site / Location:**

**Salary Range:**

**Roster & hours:**

**Reports to:**

**Key contacts:**

**Application Deadline:**

## Duties and responsibilities:

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## Tickets or experience required:

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**PPE or equipment needed:**

|                          |                          |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

**Medical and or inductions:**

|                          |                          |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

**Team fit / personality traits:**

|                          |                          |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

**Interview process:**

Eg: do you want resumes only? Phone screens? Face-to-face interviews? Let us know the process and who's involved.