

About us

I.S Young & Company was established in 1987 to service the Waikato's recruitment needs. Extensive industry experience and internal affiliations have gained I.S. Young & Co the reputation as ***the leading independent recruitment agency in Waikato.***

I.S. Young & Co specialises in all areas of staff recruitment, including permanent and temporary placements, CV preparation, out-placement and recruitment counselling. I.S Young & Co recognises the high level of quality service required for your company's business and thereby has dedicated consultants to focus on your needs.

In 1990, I.S. Young & Co extended their services to offer temporary placements across a variety of areas of employment and a broader range of industries which is detailed further in this profile.

Our ability to provide a high calibre of personnel, suited to individual company needs is based on a personal understanding of our clients. As a local company, we are consistently in touch with the business sector and therefore in a position to understand and monitor trends in all areas. We act as advisors on such issues as salaries, job specifications and assessments, because our clients know that we are familiar with these issues and are confident, accessible and available.

Understanding your needs

Our priority is to understand your environment, systems and processes so that in return we can provide a quality, cost effective service enhancing your recruitment process through sourcing quality candidates. The success of all recruitment rests on effective communication. With this arrangement in place we will better meet your company's needs by forward planning our recruitment levels to accommodate your requirements.

The account managers' responsibilities include:

- Successful and ongoing service delivery.
- Regular site visits.
- Follow up and evaluation with all staff placed.

Get in touch!

I.S. Young & Co Ltd
Arcadia Buildings
Worley Place
PO Box 981
Hamilton, 3240
Phone: 07 838 3468, Fax: 07 839 9137
Email: reception@isy.co.nz Website: www.isy.co.nz

Temporary personnel sectors

The I.S. Young & Co pool of temporary personnel consists of a broad range of skills and experience. Comprehensive information systems are in place to ensure the data held on each temporary candidate is current.

Temporary personnel include:

Secretarial / office: word processing, reception, typists, clerical, data entry, accounts, wages, legal typists, shorthand typists.

Executive leasing: accountants, financial controllers, business analysts, computer programmers, IT personnel.

Plus: drafts people, cad drafting, civil engineers, mechanical engineers, process engineers, project managers, project managers, quantity surveyors, environmental engineers.



Monitoring procedures

Quality control checks

On the completion of each assignment a Quality control report is sent to your company for evaluating each temporary person that has been working in your company. The information you complete is used for performance appraisal feedback to the temporaries, ensuring we provide consistent levels of quality service to you.

Provision for feedback

All temporary staff are the responsibility of I.S. Young & Co and we will advise candidates if they have been unsuccessful in any assignments with you. Similarly, we will manage any issues relating to pay rates. Disciplinary or performance matters.

Order taking

I.S. Young & Co begins each recruitment assignment with a personal meeting with the client where possible. The purpose of this initial discussion is to outline the recruitment strategy and approach to be taken and to gain an understanding of the company culture and environment. Meeting the personnel and building rapport, assist with the appropriate match for that specific role.

The job description is taken in such a way as to obtain true percentages of time distribution and job priorities to fine-tune the type of candidate best suited. We undertake to eliminate as much risk in recruitment as possible.

Interviewing

A thorough screening is completed before candidates are invited for an interview. Consultants are fully trained in interviewing techniques which requires the candidate to offer specific examples from their work history to demonstrate performance and behavioural patterns.

Each candidate undergoes an in-depth face to face interview. This covers qualifications, skills and experience. It is a résumé of work history and background covering their most recent work related experience.

Testing

All candidates referred to you will have been carefully tested to determine their skill levels and training needs. This testing is part of our recruitment process and is at no extra cost to your company. If however, testing is required independent to our recruitment process a minimal fee will be incurred.

Reference checking

A minimum of two verbal references will be completed before referral to your company unless circumstances prohibit this.

Referrals

Regular contact is maintained throughout the recruitment assignment, to update you on advert response, available and appropriate candidates and market information. Results of relevant tests, e.g. keyboard skills, aptitude, computer

Additional benefits

Act proactively

I.S. Young & Co will act proactively in the market place and should a candidate who stands out present themselves to us, we would advise you of their availability. This is to ensure that your company is given the first opportunity to secure high calibre people.

Monitoring of costs

I.S. Young & Co is constantly reviewing costs and updating systems and is happy to pass any benefits on to your company.

Guarantee

Every I.S. Young & Co candidate is carefully selected and qualified to perform the duties customarily required of the job description. In the event that the candidate proves to be unsatisfactory for any reason I.S. Young & Co will replace immediately.

Cost competitive

I.S. Young & Co believes it's rates are equivalent to the average market rates. Our philosophy is to provide the highest quality service offering value for money for the mutual benefit for clients, candidates and staff.

Service reports

If desired, I.S. Young & Co will prepare and forward to your nominated personnel service reports covering the total billings for specific periods, categories and departments utilised or we can tailor reports to meet your specific requirements.

Legislation

All I.S. Young & Co consultants are familiar with the acts and laws relevant to the recruitment and selection process, subsequently we are able to advise and update your company on any relevant changes.



Permanent placements

Forget all the usual recruitment headaches! By utilising our agency to employ your permanent staff, you will be saved all administration headaches associated with the hiring of staff.

We recruit in all areas including management, accounting, administration, marketing, computing, engineers etc.

Initially we concentrate on establishing a close relationship with your company and endeavour to be in contact with you every step of the way, from the initial job description to final short-listed candidates.

Employing a permanent staff member is a critical decision, and one that has to be right. We will ensure that you make the right decision, in that our aim is to provide the best possible candidate for the job. Our service doesn't stop at the placement, we continue to liaise with your company and the candidate during the settling in period to ensure everything is running smoothly.

Permanent placement rates: 10% up to \$29,999
12% - \$30,000 - \$49,999
15% - \$50,000 +

Find the right candidate: advertising the job

All consultants are trained in how to advertise to gain maximum quality response for minimum cost. Through our constant advertising we are able to monitor where the best response comes from. This changes constantly and we make regular analyses to find out the most cost effective.

All display advertising is invoiced directly to the client at media discounted rates. All display advertisements will be approved by your company prior to being published.

Peace of mind: we have a replacement guarantee

Our replacement guarantee period is 3 months from commencement of employment. If the employee should resign or the position is to be terminated for any reason, within the replacement guarantee period, I.S. Young & Co will undertake to provide a replacement candidate.

Our replacement guarantee applies provided payment is received with 7 days from the date of our invoice. Accounts not settled within this time remain due and payable but our replacement guarantee does not apply.

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