



Southern Flinders Ranges Workforce Skilled Migration Program



Fact Sheet

Tips and pointers when recruiting from overseas

Deciding to look overseas to fill a vacancy is a big step! Recruiting from overseas provides challenges but great possibilities. Here are some things to think about before you start.....

Research, research, research!

If you are going to sponsor someone, find out about Department of Immigration requirements and responsibilities and also find out what recruitment services or supports are available.

Gather information about your region/town so that you can provide information to potential candidates—the Workforce Development Officer (WDO) from the SFRDB can assist you with this.

Investigate some of the potential challenges for new migrants arriving in your town—such as availability of accommodation, potential work for other family members, availability of culture specific services etc.

Look in the right places

Decide how you are going to recruit. Prepare all position and employment documentation beforehand so that they are ready for use. Consider where you might find people with the skills that you are looking for. Think about what selection or interviewing methods might be used, particularly if a face-to-face meeting isn't possible.

Identify possible ways to find potential applicants:

- Advertise in local newspapers and/or industry publications and/or list your vacancy on internet employment sites such as www.seek.com.au/advertisers or www.careerone.com.au/post-a-job.html. Make sure that an advert placed on the internet indicates that you are happy to receive applications from overseas candidates;
- Use Immigration SA's free 'Fresh StartSA:Jobs' database <http://jobs.freshstartsa.com/>. More information about this can be obtained from the WDO;
- Use the Department of Immigration's free *Skill Matching Database*—this contains details of individuals who have already applied to migrate to Australia and is listed using their occupation. You can search for yourself using: www.immi.gov.au/skills/index.htm—request specific CVs from the WDO.
- If your vacancy meets requested criteria, consider lodgement on Australian JobSearch, a free service: <http://www.workplace.gov.au/workplace/Organisation/Employer/Recruitment/Skillshortages.htm>
- Publicise your vacancy free through Immigration SA's *On Arrival Information Sessions*, held monthly in Adelaide. These sessions target recently arrived migrants who are often looking for work. Alternatively, skills expos held overseas and interstate, which are attended by Immigration SA representatives are another possible source of candidates. You can request specific details from Carly Habils;
- Undertake an overseas advertising, recruitment and selection process yourself;
- Contact a migration agent or employment/recruitment consultant to undertake an overseas advertising and recruitment process on your behalf. If you choose this option, check costs for both yourself and the migrant upfront and insist on information about credentials and registration of agents or consultants.

The final step

Prepare for the arrival of your new worker and their family. Consider offering a "Meet and Greet" service, i.e. meeting them on arrival, supporting them to seek accommodation, furniture, transport etc. Provide information that links them to the community and local services. Plan and prepare existing employees before their arrival and consider an induction and support in the workplace for your new employee from overseas.

If you require further information or assistance, please contact:

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