

## Scribing Case Study

# Recruitment for an EL1 Senior Legal Officer and multiple APS5/6 Legal Officers, August 2023

### EL1 Senior Legal Officer and multiple APS5/6 Legal Officers.

Our scribes form close working relationships with our clients, and are often requested by name to assist with subsequent recruitment processes.

For example, a Commonwealth government department recently engaged relatbl to assist with their recruitment of an EL1 Senior Legal Officer.

The client was so impressed with our scribe that, when they subsequently approached us for a quote to support their APS5/6 Legal Officers recruitment as well, they specified:

“We have been incredibly impressed with Holly’s scribing assistance with our Senior Legal Officer recruitment and would be particularly interested in having her scribe for this if she is available.”

We find that Panels appreciate the expertise and guidance our scribes can provide (setting us apart from many of our competitors, whose “scribes” have no background in APS recruitment and can add no value beyond simple transcription services) as well as our proficiency in eRecruit and our reliability and energetic “can do” attitude.

## Scribing Case Study

# Bulk Recruitment for Senior Executive Service (SES) Band 1 positions, May – July 2023

### Case study: Bulk Recruitment for Senior Executive Service (SES) Band 1 positions, May – July 2023.

A Commonwealth government client engaged relatbl to assist with their recruitment of an SES Band 1 Chief Data Officer as well as their concurrent bulk recruitment for SES Band 1 positions across the Corporate & Enabling Services and Policy & Programs streams.

Utilising our experienced workforce of both permanent and freelance scribes, relatbl managed these large processes, which attracted over 200 applicants, seamlessly.

We conducted shortlisting, interview scheduling, scribing, reference checking, selection report preparation and the notification and provision of feedback to unsuccessful candidates.

As a result of this recruitment exercise, over 35 candidates were placed in the merit pool and a number of immediate vacancies were filled.

relatbl worked effectively in collaboration with the department's SES Unit to handle these rounds, working agilely to meet the three Panels' needs.

## Scribing Case Study

# Recruitment of up to two EL1 Assistant Directors, August – September 2022

### Up to two EL1 Assistant Directors, August – September 2022.

A Commonwealth government department was seeking to recruit up to two EL1 Assistant Directors within a health policy team. Not having worked with relatbl before, they were keen to try a new scribing service provider.

relatbl liaised with the shortlisted candidates, organised interviews and scribed nine interviews in person. We collated interview packs for the Panel, which they greatly appreciated and highlighted as a stand-out offering of our service.

We also conducted reference checking and produced a high-quality selection report within four business days of interviews concluding.

As a result of this recruitment exercise, two vacant roles were immediately filled, and three candidates were placed in a merit pool. The Panel did not suggest any amendments to the first draft of the selection report and commended our scribe on ‘an excellent job across the board’.

The Panel Chair stated that they would not hesitate to engage us again and would be recommending relatbl to their colleagues.

## *Scribing Case Study*

# Bulk recruitment for EL1 Assistant Directors and EL2 Directors, February – April 2022

## **Bulk recruitment for EL1 Assistant Directors and EL2 Directors, February – April 2022.**

relatbl was approached by a client who we had previously supported a recruitment process for at a different Commonwealth government department.

This client had moved organisations and was keen to engage us again after having a positive experience with our recruitment agency.

We were engaged to run a bulk recruitment exercise to fill numerous EL1 Assistant Directors and EL2 Directors roles within one of the department's divisions. The department were looking to fill the positions with experienced policy and/or program management professionals.

relatbl organised candidate interviews, scribed 21 interviews for the EL1 round and 30 interviews for the EL2 round, undertook reference checking and produced high-quality and defensible selection reports for both processes within an impressive timeframe.

The Panel Chair for the EL1 process commended our scribe on their expertise in the eRecruit system and thanked us for our professionalism and outstanding support to her and the department.

The Panel Chair for the EL2 process noted that the scribe 'provided amazing quality work'.

# Scribing services? Let's talk.

**Interested in receiving further information, or need a quote for scribing services?**

If so, let's get in touch:

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